

LLANTRISANT PRIMARY SCHOOL



Privacy Notice for Health and Safety

Why we share pupil, parent/carer and 3rd party information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Health & Safety purposes. This information should be read in conjunction with our School's general Privacy Notice.

The categories of pupil information that we collect, hold and share can include:

- Personal information (such as name, date of birth and address)
- Accident/incident information

Why we collect and use pupil information

- Records are retained and information processed to demonstrate compliance with Health & Safety requirements regarding the reporting of accidents, injuries, diseases and dangerous occurrences.

The categories of parent/carer or 3rd party information that we collect, hold and share can include:

- Personal information (such as name and address)
- Employment details (such as staff attendance records, health and safety records, training records and security records)
- Attendance information (visitors signing in/out)
- Accident/incident information

Why we collect and use parent/carer or 3rd party information

- Records are retained and information processed to demonstrate compliance with Health & Safety requirements regarding the reporting of accidents, injuries, diseases and dangerous occurrences.
- To ensure the safety of staff, pupils and visitors, while on site

Collecting information – who we get our data from

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this when the data is collected.

In the case of Health and Safety we will get our data from

- Parents/carers
- Pupils
- Staff
- Visitors
- RCT Local Authority - Health & Safety
- Members of the public (for example as a witness to an accident/incident)

Who we share information with

Dependent on the circumstances, we may share information with:

- Health and Safety Executive (HSE)
- Emergency Services
- RCT Local Authority e.g. Health & Safety, Corporate Estates and Insurance
- 3rd party processor (Halo) – to maintain the electronic signing in system

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Health and Safety are:

- **Legal Obligation** – The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, Social Security (Claims & Payments) Regulations 1979.

- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law
 - In line with Health and Safety Executive guidance for schools

Storage and disposal of personal data

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the **IRMS Toolkit for Schools**.

Following the expiry of the retention period, information will be destroyed securely and permanently.

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** October 2020
Next review due by: Autumn Term 2021

Version Control

Version no	Valid From	Valid To	Comments
1.0	May 2020	May 2021	Final document