



**Birmingham  
Newman  
University**

## **Employee Privacy Notice**

### **Health & Safety**

#### **Data controller: Birmingham Newman University**

Birmingham Newman University has a legitimate reason to collect and process personal data relating to its employees so that it can effectively administer and meet health and safety requirements and legislation. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the University collect?**

The University collects and processes a range of information about its employees when an accident, hazardous incident or case of work-related ill health is reported. This includes the following information:

- Name, address and contact details, including email address and telephone number, date of birth and gender
- Details of sickness absence in relation to the accident, hazardous incident, or case of work-related ill health
- Information about medical or health conditions, including whether or not employees have a disability for which the University needs to make reasonable adjustments;
- Information relating to employees' health and safety at work;

The University may collect this information in a variety of ways. For example, data might be collected through completion of accident forms; from correspondence with employees; or through interviews, meetings or other assessments.

Your data is passed to third parties only when the University is legally required to do so and/or for insurance purposes. The data provided will be used to investigate the accident/hazardous incident/case of work-related ill health as necessary and as such we may contact other members of staff at the University in order to facilitate this. However, only information pertinent to the investigation is shared. In order to reduce and/or prevent reoccurring accidents/hazardous incidents/cases of work-related ill health, the University will remove personally identifying information from your report for statistical and reporting purposes,

Data will be stored in a range of different places, including employee personnel files, in the University's H&S management systems and in other IT systems (including the University's email system).

#### **Why does the University process personal data?**

The University needs to process personal data to ensure compliance with its legal obligations, and to help the University reduce or prevent similar accidents/hazardous incidents/cases of work-related ill health.

The University also has a legitimate interest in processing personal data. Processing employee data allows the University to:

- Maintain accurate and up-to-date records of reports and investigations of accidents/hazardous incidents/cases of work-related ill health as required by law;
- Obtain occupational health advice, to ensure that the University complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law,
- Maintain statistical accident reporting data
- Ensure effective general H&S and business administration;
- Respond to and defend against legal claims.
- Fulfil its statutory reporting obligations, for example, reporting under the RIDDOR Regulations (Reporting of Injuries, Diseases or Dangerous Occurrences)

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out health and safety law obligations.

### **Who has access to data?**

Employee information may be shared internally, including with members of the HR team, Learning & Development, Health & Safety, Payroll, employee line managers, managers in the business area in which employees work, University Management and specific IT staff but only if access to the data is necessary for performance of their roles.

The University shares employee data with third parties only when the University is legally required to do so, for example reporting under RIDDOR regulations to the Health and Safety Executive.

Apart from the above examples, we only share your personal data if we believe someone's life is in danger or we believe we are compelled to by law.

The secure database we use to store your data is kept in the UK and this data is not transferred to or stored at a destination outside the European Economic Area.

### **How does the University protect your data?**

The University takes the security of your data seriously. The University has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties, for example, the University Information Security Policy, Data Protection Policy, Bring Your Own Device Policy, and email procedures regarding data protection. Where the University engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures to ensure the security of data.

### **For how long does the University keep data?**

The University will hold employees personal data relating to health and safety in accordance with the University's Health & Safety Records Retention Schedule.

### **Employee rights**

As a data subject, individual employees have a number of rights. They can:

- Access and obtain a copy of their data on request;
- Require the University to change incorrect or incomplete data;
- Require the University to delete or stop processing their data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of their data where the University is relying on its legitimate interests as the legal ground for processing;
- Request the University provide a portable copy of the personal data they have provided about themselves for the performance of contract.

If you would like to exercise any of these rights, please contact the University Data Protection Officer using the following contact details:

By email: [dpo@newman.ac.uk](mailto:dpo@newman.ac.uk)  
By telephone: (0121) 476 1181 ext. 2500  
By post: Data Protection Officer  
c/o Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

If you are not content with the how we handle your information we would ask you to contact our Data Protection Officer to help you. However, you do also have the right to complain directly to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Information about the Information Commissioner is available at: <https://ico.org.uk/>

#### **Changes to this privacy notice**

This privacy notice may be updated from time to time so you may wish to check it each time you submit personal information to the University. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).