

Health & Safety Privacy Notice

Who is the Data Controller?

We are the data controller of personal information about you. We are Walsall College. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or dataprotection@walsallcollege.ac.uk.

This privacy notice tells you what to expect when Walsall College collects personal information. It covers why we collect personal information, how we use it and how we keep it secure. It applies to information we collect about:

- Students
- Employees
- Visitors
- Contractors
- Children (nursery)

What personal information does Walsall College collect?

We will collect personal information from you when you have an accident on College premises or when you are on a trip with the College. This information includes:

- Name
- Address
- Contact number
- Next of kin details
- Health
- Details of accident / incident

Why do we collect personal information?

Walsall College processes your personal information and health information when you have had an accident on College premises or on a trip with the College. We have a legal obligation to maintain a record of all incidents / accidents on College premises and we are obliged to report serious accidents to the Health & Safety Executive.

When a student attends an out of College activity, we will collect health data to fulfil our legal obligation of keeping students safe whilst out on College activities. We will keep these forms until the end of the academic year, after which we will securely destroy them.

Anonymised data is also used to highlight trends and prevent future incidents.

How we share personal information

Your information may also be shared internally with Walsall College staff who need the data to provide teaching and learning services to you. This will include special category data, where necessary.

EduFocus

Whilst your personal data is not routinely shared with EduFocus, they are an external organisation who host our accident online forms. To view their privacy notice, please click [here](#).

Health and Safety Executive

Where a serious accident has occurred we have a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report the accident to the Health and Safety Executive. To view their privacy notice, please click [here](#).

First Aid Taxi

When a student has used a first aid taxi, to take them home or to hospital. Only student's name and address will be shared with the taxi company.

Where Walsall College engages in non-statutory third parties to process data on its behalf, we require them to do so on the basis of written instructions, and under the duty of confidentiality. The third parties are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How does Walsall College protect you information?

Walsall college takes the security of your personal information seriously and has internal policies and controls in place to ensure that your information is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. The Data Protection Policy is available to view on our website, or can be collected from the Data Protection Officer.

How long does the organisation keep data?

We keep information in accordance with our Document Retention Policy. Retention periods are in line with the length of time we need to keep your personal information in order to manage and administer health & safety to you. The Document Retention Policy takes into account the need to meet any legal, statutory and regulatory obligations. These reasons can vary and in all cases, our need to use your personal information will be reassessed regularly. Any information that is no longer required will be disposed of securely.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the college to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances only);
- obtain and reuse your data for your own purposes across different services. (limited circumstances);
- object to the processing of personal information (specific circumstances); and

- object to the processing of your data for marketing purposes, this right always applies. Where the College is relying on its legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing and this will be considered on a case-by-case basis.
- To exercise any of these rights, please visit our [Individual Rights](#) page

How to contact us

Please contact us if you have any questions about this Privacy Notice, or information we hold about you:

By email - dataprotection@walsallcollege.ac.uk

By writing - Gurpreet Sandhu, Data Protection, Walsall College, Wisemore Campus, Littleton Street
West, Walsall, WS2 8ES

By phone - 01922 657014

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at dataprotection@walsallcollege.ac.uk. You also have the right to complain to the Information Commissioner at www.ico.org/concerns or by contacting 0303 123 1113.

Changes to our privacy policy

We keep our Privacy Notice under regular review and we will place any updates on this webpage. This Privacy Policy was last updated on 7 January 2019.