

PRIVACY NOTICE

Injuries, accidents and near misses

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

What information we collect about you

Members of the public:

Name, address, contact details (telephone number, email), details of accident or near miss, witness details, injury details, vehicle registration (for vehicle accidents), sometimes photographs and/or video images

RBFRS Staff:

Name, employee number, role, workplace/designation, details of accident or near miss, witness details, injury details, vehicle registration and reason for journey (for vehicle accidents), sometimes photographs and/or video images.

If an injury results in an RBFRS individual being absent from work for more than 7 days we will request full name, address, telephone number and age from our Human Resources (HR) department.

Why we need it

All injuries and accidents, including near misses, need to be reported, so that they can be investigated and the causes determined and effective action can be taken to prevent such events occurring in the future.

We also need to ensure we comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as detailed within our Accident and Near Miss reporting procedure and Reporting of Injuries, Diseases and Dangerous Occurrences at Work (RIDDOR) policy.

Our legal basis for processing

Under the General Data Protection Regulation (GDPR), we are able to process your personal data under article 6(1)(e) – Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, 6(1)(c) – Necessary for compliance with a legal obligation.

And where we collect special category data:

Article 9(2)(b) – Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement.

What we do with it

The information is logged on the relevant form and recorded within the incident recording system by Thames Valley Fire Control Service (TVFCS), which will then generate an incident number. These details are then forwarded to the Duty Officer and our Health and Safety Department, who record the details within the appropriate recording system. For incidents involving RBFRS vehicles, details will also be sent to our Fleet and Business Support departments. An accident Investigation Officer (AIO) will then be assigned to investigate and record the findings. For incidents involving RBFRS staff, the report is then forwarded to the Human Resources department to file on the individual's Personal Record File (PRF).

We have a duty to protect our staff and members of the public. Consequently, when an attack on our staff occurs, we will record these incidents in our operational systems in order to highlight and prevent risk to individuals in specific areas which we may be called to attend in the future.

Sharing your information

In certain circumstances, to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it may be necessary to share information with the the Health and Safety Executive (HSE). Where certain equipment is involved in the accident or near miss, we have an obligation to inform the Fire and Rescue Service National Co-ordination Centre (FRSNCC).

Where appropriate, your details may be passed to our Occupational Health provider (Duradiamond), as per our Occupational Health Provision policy.

Where a claim is involved, we will pass relevant details to our Insurer (Fire and Rescue Indemnity Company Ltd, FRIC) (or for third parties at fault claims, MAPS legal) who will act appropriately on our behalf.

There are a number of other reasons why we may share your information outside of our Service. This can be due to:

- Our obligations to comply with current legislation
- Our duty to comply with a Court Order
- You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Union (EU).

How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept. Consequently, personal information relating to Injuries, accidents and near misses will be retained for 3 years after the date of the last entry. If the injury involves hazardous substances, information may be retained for a longer period.

Please also refer to the following privacy notices:

- [Exposure to hazardous substances, radiation, viral hazards or bodily fluids.](#)

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

Your rights

Under the General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Who to contact

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters

Newsham Court

Pincent's Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

DataProtection@rbfrs.co.uk

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/>

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