



Exposure to hazardous substances, radiation, viral hazards or bodily fluids

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.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

What information we collect about you

Collected via Form 35 (Details of Attendance at Hazardous Substance / Radiation Incidents and Exposure to Bodily Fluids).

RBFRS Staff:

Name, role, workplace/designation, home address, date of birth, details of incident, witness details. We will also collect any injury or relevant health and treatment information. 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.

Staff from another service (radiation events only):

Where staff from another service are committed to a radiation risk using our dosimeters, we would be required to send the dosimeters for verification and calibration and would receive a report back detailing the user and their radiation dose. This would then be shared with their home service. Once shared, this information would not be retained.

Members of the public (on RBFRS premises):

Name, address, contact details (telephone number, email), details of incident, witness details, we may also collect any injury or relevant health and treatment information.

Why we need it

To ensure we meet our health, safety and welfare responsibilities and comply with Health and Safety Legislation. 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, and the Ionising Radiation Regulations.



Our legal basis for processing

Under the UK General Data Protection Regulation (UK 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 and 6(1)(c) – Necessary for compliance with a legal obligation.

Where special category data is processed:

Article 9(2)(b) – Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement, 9(2)(h) – Necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of domestic law or a contract with a health professional and 9(2)(i) - Necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices. (*Control of Asbestos at Work Regulations 2006, Control of Substances Hazardous to Health Regulations 2002, The Ionising Radiation Regulations 1999 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*). (DPA: Sch.1, Pt.1, 1: Employment, social security and social protection, Sch.1, Pt 1, 2: Health and social care & Sch.1, Pt 1, 3: Public Health)

What we do with it

The Health and Safety Department will review details, and where appropriate, instigate the accident and near miss procedure.

» Please refer to the Injuries, Accidents and Near Miss Privacy Notice.

For RBFRRS staff, Health and Safety will forward a copy of the appropriate forms to the Human Resources (HR) department to be held on your personal record file (PRF) and individual medical file with Occupational Health (where required), so that we can offer further support, guidance and treatment, where necessary. The Health and Safety Department will not retain a copy of this form.

The Health and Safety Department will collate the Register of Personnel Attending Hazardous Substance, Radiation or Exposure to Body Fluids Incidents form which serves as a register of individuals exposed at the same incident. This form is retained by the Health and Safety Department.

Where there is any radiation exposure, a record of the exposure will be sent to our Radiation Protection Adviser (Bureau Veritas) for direction on next steps.

Where staff from another service are committed to a radiation risk using our dosimeters, we would be required to send the dosimeters for verification and calibration and would receive a report back



detailing the user and their radiation dose. This would then be shared with their home service. Once shared, this information would not be retained.

Sharing your information

In certain circumstances, we have an obligation to inform the Health and Safety Executive (HSE) providing them with details of the occurrence.

We share records of radiation exposure with our Radiation Protection Adviser (currently Bureau Veritas) in order to receive direction on next steps.

For RBFRS staff, where appropriate, details may be passed to our Occupational Health provider (Health Partners), in accordance with our employee privacy arrangements.

For staff from other services, information related to radiation dosage would be shared with your employer.

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 UK 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 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 Economic Area (EEA).



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:

RBFRS Staff: Records held on your Personal Record File (PRF) will be retained for six (6) years after you have left our employment, with the exception of:

Exposure to Asbestos will be retained for forty (40) years

Exposure to Radiation will be retained for fifty (50) years from date of exposure (or 75 years from date of birth) whichever is the longest.

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 data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.



The rights available to you depend on our reason for processing your information.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

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.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - for the public](#).

Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

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):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

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FIRE AND RESCUE SERVICE

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