



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.

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

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 seven (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 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, 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. (DPA: Sch.1, Pt.1, 1: Employment)

What we do with it

The safety event reporting system in SharePoint generates an incident number. Completed forms are automatically sent to our Health and Safety Department, who records the details within the appropriate recording system. Using the details provided on the online form, the incident is recorded in FireWatch.

For incidents involving RBFRS vehicles, an online form is completed which is sent to the Health and Safety Team, Fleet and Business Support Departments.

An Accident Investigation Officer (AIO) will then be assigned to investigate and record the findings.

Injury reports are sent to Human Resources (HR) and a copy is saved in the injured parties' 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

There are a number of 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

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 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 Resilience Fire Control.



Where appropriate, your details may be passed to our Occupational Health provider (Health Partners), in accordance with our Employee Privacy arrangements.

All injuries are logged with our Insurer (Fire and Rescue Indemnity Company Ltd, FRIC) (or for third parties at fault claims, MAPS legal). This is so appropriate action can be taken on the event of a future claim. Fire & Rescue Indemnity Company Limited is an appointed representative of Building LifePlans Limited (part of the Thomas Miller Group) which is authorised and regulated by the Financial Conduct Authority. Refer to the [Fire and Rescue Indemnity Company Limited \(FRIC\) Privacy notice](#) for more information.

Where we may undertake a joint investigation with partners, such as a contractor organisation or another emergency service, where you are one of their employees, your personal data may be shared. In these instances, sharing will only occur where an Information Sharing Agreement (ISA) is agreed and established or where it has been deemed appropriate and approved by the RBFRS Data Protection Officer (DPO).

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 Injuries, accidents and near misses will be retained for three (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.
- ✓ Insurance and Claims.



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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