



## BMBC PRIVACY NOTICE

<b>Document Title</b>	Health, Safety and Emergency Resilience Service – Cautionary Contacts Privacy Notice
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to The Health, Safety and Emergency Resilience Service.**

### **Stage one: Who are we?**

The Council's 'competent advisors' in relation to occupational health and safety.

### **Stage two: What type of personal information we will collect from you**

Personal Information such as name, address, telephone number etc. We will not collect any information from you that we do not need to provide and oversee this service.

### **Stage three: Why do we need your personal information**

We will use your personal information to enable us to carry out specific functions for which we are responsible. Specifically, the Service is responsible on behalf of the Council (as an employer) for collating incidents of violence and aggression by members of the public and disseminating information on 'potentially violent persons' across Council departments via a Cautionary Contacts Database. The information is received any reported incident of violence and aggression. Personal information is only kept on this basis for the purposes of supporting our duties as an employer under the Health and Safety at Work etc. Act 1974.

### **Stage four: How we will collect your personal information**

We only collect your information via reports of violence and aggression.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information under:

- UK GDPR Article 6 (1)(c) – Processing is necessary for compliance with a legal obligation

## **Stage six: Why we may need to share your information**

BMBC will not share your information with anyone without consent unless the law and/or our policies allow us to do so. As a key partner we will share our Cautionary Contacts Database with Berneslai Homes. In addition, in support of the Council's 'zero tolerance' to violence and aggression, we may share these details with South Yorkshire Police to support any actions that may be taken as a result of any incident. Where civil or criminal enforcement action is taken as a result of an incident, we may also need to share details of your information with the courts. Where any civil claim for alleged damages arising from an alleged accident/incident are made by the person involved in the alleged accident/incident we may need to share your information with organisations included, but not limited to, our solicitors and insurers.

## **Stage seven: Who we may share your information with**

Your information will be not routinely shared with any other organisation except in the circumstances outlined in Stage Six above.

## **Stage eight: How long will your information be kept?**

This will depend on factors including, but not limited to, the severity of the incident and subsequent contact between the Council and individual concerned. This retention period is determined by the Council service whom employees involved in incidents are based. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#).

## **Stage nine: What will happen if you fail to provide personal information?**

Given the nature of the need to keep the information consent will not be sought.

## **Stage ten: How to access and control your personal information**

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)