

HIGH LIFE HIGHLAND – REPORTING OF ACCIDENTS AND INCIDENTS

- **Purpose**

Accident and Incident Reporting

- **Description**

The accident and incident form is a document that High Life Highland (HLH) use to record accident or incident information as part of our management of health and safety. High Life Highland has a responsibility under the Health and Safety at Work Act and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to record this information.

- **If you do not give us your information**

If you do not complete this form or provide us with your details we will still record the information about the accident or incident and leave the details of the person involved blank.

- **Conditions for processing personal information**

Processing is necessary for the requirements of the Health and Safety legislation, in compliance with legal obligation.

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

In the event of an emergency we may share your information with NHS Highland, HSE and the Highland Council. Where we have a statutory duty to share your personal information i.e. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- **How long we hold your information**

High Life Highland will hold your personal information for 3 years from the date of the accident or incident for any person over 18 years old or for 3 years past the 18th birthday for anyone under 18 year of age at the date of the incident.

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

- **Data Protection Officer**

Contact our Data Protection Officer:



HIGH LIFE HIGHLAND – REPORTING OF ACCIDENTS AND INCIDENTS

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>