

HEALTH & SAFETY INTERNAL PROCESS

ACCIDENTS AND INCIDENTS PRIVACY NOTICE

INTERNAL PROCESS	Accidents and Incidents Privacy Notice		
ORIGINAL PUBLICATION	September 2025	CURRENT VERSION	02 (16 October 2025)
APPROVED BY	Director of Safety, Health, and Wellbeing at Work	NEXT REVIEW DUE	August 2028

1. Scope

This privacy notice explains how the Safety, Health, and Wellbeing at Work Office at the University of York handles and uses your personal information in line with current UK data protection legislation. The Safety, Health, and Wellbeing at Work Office at the University of York needs to process personal information regarding incidents and near misses so that it can:

- Record details of all incidents and near misses;
- Investigate the causes of all incidents and near misses to prevent recurrences;
- Allow the University to satisfy legal obligations under the Health and Safety etc. at Work Act 1974;
- Allow the University to satisfy statutory requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR](#)) 2013.

Under delegated responsibility, the Safety, Health, and Wellbeing at Work Office at the University of York may, in strict confidence, disclose personal information regarding accidents, incidents and near misses to the University nominated persons and local investigators for them to carry out their responsibilities and support the University's investigation process as appropriate. These include (but may not be limited to) Nominated Persons, Incident Investigators, Departmental Safety Advisors and Coordinators, and Faculty Safety Advisors and Coordinators.

The Safety, Health, and Wellbeing at Work Office at the University of York is the data controller for personal information we hold about you in relation to all accidents, incidents and near misses, reported to us, affecting the health and safety of staff, students, contractors, and visitors, etc. Our contact details can be found [here](#).

2. How we get your personal information

Personal information may be collected by the completion of an incident report form through the University's online incident reporting system following an incident or near miss. In instances where individuals have been affected or could have been affected by the event, this will include details such as name, department, address, telephone number, and email address. Incident report forms will also include details of the nature of any injuries sustained, and the contact details of any witnesses to an incident.

The personal information included in Incident Report Forms will be used to:

- Allow the University to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences, in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Investigate the root causes of all incidents and near misses to prevent recurrences and establish facts;
- Provide the University with a record of all incidents and near misses to have occurred arising from its activities.

3. Personal data we process

When you report or are subject to an incident we will collect and process the following information:

- Name
- Staff or student ID number (if applicable)
- Internal or external email address

- Address (work and/or home)
- Telephone number
- Date of birth
- Date of incident
- Location of incident
- Risk assessment

We may also process the following “special categories” of more sensitive personal information:

- Incident cause
- Injury type
- Affected body part
- Whether first aid was given
- Attendance at hospital
- Description of reported injury or ill health
- Information about your health, any disability and/or medical condition
- Health and sickness records and details of time-off work held by UoY
- Treatment given
- Follow up measures, e.g. to prevent a re-occurrence
- Photographs of injuries

We may collect further personal data directly from you as part of our investigation into your reported injury or ill-health.

Incident reporting and near miss records may relate to: current and former students and members of staff, including temporary workers, visitors and external contractors.

4. The purposes of the processing

The reporting of incidents is a legal and statutory requirement for all employers, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This ensures that the University is able to continually improve its health and safety management system, and thus meet its legal responsibilities in respect of the Health and Safety at Work Act 1974.

Some information collected for this purpose, particularly in respect of the health of the individual, may be defined as sensitive or referred to as special category data under UK GDPR. We will only use your personal information when the law allows us to. Most commonly the basis for using your personal information will be because the processing is necessary for us to comply with our legal obligations. We will also use personal information we have obtained if it is necessary to enable the University council to establish, exercise or defend legal claims.

Your information will enable us to:

Use of personal data	Legal obligation
Appropriately report specific health and safety incidents to the Health and Safety Executive (HSE), which meet the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Health and Safety Executive reporting requirements.	Processing of certain personal data is necessary for compliance with the RIDDOR.
Log, investigate and conduct follow up activities relating to accidents, to assist with ensuring the health, safety and welfare of our staff, students and visitors.	Processing of personal data is necessary for compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.
Log, investigate and conduct follow up activities	Processing of personal data is necessary for

relating to accidents, to assist with assessing and controlling risks to protect our staff.	compliance with the Management of Health and Safety at Work Regulations 1999.
Log, investigate and conduct follow up activities associated with health and safety 'near miss' incidents not meeting the RIDDOR requirements.	(Legitimate interests) The processing is necessary for the purposes of the legitimate interests pursued by the controller. The legitimate interest is to appropriately investigate near miss incidents and to take appropriate follow up action to keep our students, staff and visitors safe.

If you contact us, we may also keep a record of that correspondence.

5. How your personal information is stored and how long it's kept for

Your personal information will be stored securely on the University's approved network. Only members of staff who need access to relevant parts, or all of your information will have authorised access. Personal data provided on an Incident Report Form will be held for a minimum of three years, or until the statutory period until which an individual is able to bring a claim against the University has lapsed. For example:

- Children have three years from the date of their 18th birthday in which to bring a claim;
- Certain types of occupational hazards (e.g. asbestos, radiation) may be subject to extended data retention periods.

Beyond these periods, anonymised incident reporting statistics will be maintained for trending purposes.

6. Record Keeping and sharing your personal information

The Safety, Health, and Wellbeing at Work Office at the University of York may, in certain circumstances and strict confidence, disclose some of the information provided to third parties. This will include the Health and Safety Executive (HSE), when the incident results in certain serious workplace accidents, occupational diseases and specified dangerous occurrences, which require statutory reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Information may also, on occasion, be shared with the University's Insurers and/or legal representatives in instances where litigation due to personal injury or occupational diseases may be forthcoming.

The Estates, Facilities and Residences, and Colleges administrative teams will hold information relating to incidents resulting in personal injury and/or occupational ill health, which may be subject to litigation processes. Examples of stakeholders or organisations we may need to share information with are (non exhaustive): line manager / tutor, university insurance office, Health and Safety Executive (HSE), insurers, claims handlers, legal practitioners, university trading companies and subsidiaries, university recognised H&S trade union representatives, other government bodies, police, medical advisors, private investigators, or health service providers.

The Safety, Health, and Wellbeing at Work Office at the University of York, where relevant, shall seek necessary consent from all concerned parties prior to sharing of their personal information. Concerned parties may include (but not limited to), an injured person, a witness, or a person reporting the incident.

6. Your rights

You have a right to access, to rectify and to restrict the processing of your personal information. Please visit the University Data Protection webpages for further information in relation to your rights. If you wish to exercise any of your rights, please contact the Information Governance Team at dataprotection@york.ac.uk.

7. More information

If you have any questions, contact the Safety, Health, and Wellbeing at Work Office at shwo-enquiries@york.ac.uk in the first instance. For more information, visit [Records Management and Information Governance](#).