



Health and Safety for Businesses at Work Privacy Notice

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This Privacy Notice was last updated in July 2023 It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Health and Safety for Businesses at Work Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/health-and-safety-for-businesses-at-work-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **Health and Safety**. Regulatory Services are responsible for regulation of health and safety of businesses within their remit in the Borough. The purpose of this is to protect workers and third parties in relation to activities that arise out of certain work activities, and assess compliance with the relevant legislation.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as health and safety in business workplaces we may process the following types of information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status
- Bank account details, payroll and tax/national insurance status information

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of more sensitive personal information. This may include but is not limited to:

- Offences (including alleged offences), criminal proceedings, outcomes and sentences.

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:



- Workplace accident investigation
- Inspection of work place activities and equipment
- Investigation of complaints or responding to enquiries in relation to workplaces
- Pro-active enforcement activities to ensure compliance
- For the prevention and / or detection of fraud and / or crime
- Intelligence sharing with enforcement partners
- To allow us to communicate with service users
- To fulfil a legal obligation

4. LEGAL BASIS FOR PROCESSING

The legal basis we rely on for processing your personal information is:

- It is necessary for compliance with a legal obligation

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice:

- Health and Safety Executive (HSE)
- Internal Council Departments
- Regulation Committee
- Other Local Authorities
- Care Quality Commission (CQC)
- Coroner Office
- UK Health Security Agency (UKHSA)
- Health Protection Agency
- HM Revenue and Customs
- Greater Manchester Police
- Other Organisations (where the disclosure is necessary for the purposes of the prevention and / or detection of crime)

We also collect or receive information from external parties such as:

- Members of the Public
- Health and Safety Executive (HSE)
- Insurance companies
- Care Quality Commission (CQC)
- UK Health Security Agency (UKHSA)
- Health Protection Agency
- Health professionals, Doctors
- Internal Council Departments
- Other Local Authorities

Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements. We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you will involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in [Wigan Borough Council Primary Privacy Notice](#).