

St Thomas à Becket Church of England Federation

Blackboys C.E. School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield C.E. School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

ADOPTED OCTOBER 2024

REVIEW OCTOBER 2025

Privacy Notice – Health and Safety Incident Reporting

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

As you have been involved in a health and safety incident on our premises, St Thomas à Becket Church of England Federation (referred to as the Federation for the rest of this document) is required to collect, store and process a limited amount of your personal information.

This privacy notice explains what information we collect from you, and what we do with it.

The Federation takes data protection seriously. Please be assured that your information will be used appropriately in line with data protection legislation; will be stored securely and will not be processed unless the requirements for fair and lawful processing can be met.

What information is being used?

The Federation collects the following information:

Your name

Your contact details

Details of any injury you sustained as part of the incident.

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

How will your information be used?

To identify and prevent risks to health and safety on Federation premises, including any trends or patterns that might occur over time.

For insurance and risk management purposes.

In order that we can respond to legal claims.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Federation has a legal obligation to report some health and safety incidents to the Health and Safety Executive, including the details of the individuals involved in the incident. In the first instance, we record details of all health and safety incidents, so that Health and Safety leads in conjunction with East Sussex County Council trained Health and Safety Officers can determine which need to be reported to the Health and Safety Executive.

What is the legal basis for processing your information?

We process your information in order to fulfil a legal obligation under the Health and Safety at Work Act, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, where it is necessary in relation to legal proceedings, or where it is necessary to defend the Federation's legitimate interests.

How long will your information be kept for?

The information you supply will be stored in line with the Federation's Health and Safety retention schedule.

Sharing your information

Information will only be shared with a third party where there is a statutory obligation to do so or where it is necessary in relation to legal proceedings.

Your rights Under data protection legislation, you have the right:

to be informed why, where and how we use your information

to ask for access to your information

to ask for your information to be corrected if it is inaccurate or incomplete

to ask for your information to be deleted or removed where there is no need for us to continue processing it

to ask us to restrict the use of your information

to ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information

to object to how your information is used

to challenge any decisions made without human intervention (automated decision making)

Should you have any further queries on the uses of your information, please contact the appropriate Federation School.