

Health & Safety – Vibration Monitoring System – Privacy Notice

How to contact us

Inverclyde Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

Your personal information will be used to record information in relation to exposure to vibratory equipment which occurs to employees through their work for the Council.

The Council need to know this personal data in order to ensure that the Council can monitor employee exposure to hand arm vibration through measurement of tool trigger times. This data will help to ensure that the vibration risk assessments remain valid. If you do not provide this information then the Council may be unable to audit the validity of the Council's vibration risk assessments thereby increasing the potential risk of employee exposure to hand arm vibration.

The data will also be used to monitor tool utilisation and compliance with the risk assessment. The Council will not collect any personal data from you that isn't needed for the purposes of ensuring compliance with statutory legislation and Council policies and procedures, or for insurance purposes.

The legal basis for collecting the information is:

The Council provides these services to you as part of the Council's statutory function as your local authority. You can find more details of the Council's role on our website at

Processing your personal information is necessary for compliance with our legal obligations under the Control of Vibration at Work Regulations 2005, Health and safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999.

Special category data may be processed where:

- necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity
- necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of **health or social care** or treatment, or the management of health or social care systems
- necessary for archiving purposes in the **public interest**, scientific or historical research purposes or statistical purposes

What we will do with your information?

Classification : Official

All of the information the Council collect from you will be processed by staff in the United Kingdom.

Your information will be shared with the recipients or categories of recipients listed below:-

- Inverclyde Council Health and Safety Officers
- Management within the department or service area in which the incident occurred
- Health and Safety Executive where the incident is reportable under RIDDOR or required as the result of an HSE Investigation.
- Finance Insurance section where a claim has been received in relation to exposure to vibratory equipment.
- 3rd party legal representatives upon receipt of a signed mandate.
- Council's Occupational Health Provider

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

Your information will be retained for:

- 40 years

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;

Classification : Official

- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

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

Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents