



Data Protection

In order to ensure the University fulfils its obligations under the Data Protection Act, and in line with Health and Safety Executive guidance, the Accident, etc Book must only hold blank copies of forms. Completed entries in the University's 'Accident, Incident, Occupational Ill Health Report Book' contain sensitive personal information, in terms of the DPA, and in order to ensure compliance, it is important that the information held within these books is kept confidential.

In order to ensure this confidentiality, those persons responsible for Accident Books must now ensure that when an accident, incident, or case of occupational ill health etc., is recorded in the Accident Book, in addition to the top two copies of each report being removed (which are sent to the Health and Safety Department/the Occupational Health Unit, as appropriate), the remaining yellow copy which was previously retained in the Accident Book, must now also be removed. The remaining completed report forms must be retained in a separate confidential file, which is under the control of a single authorised individual, and the file must be securely stored. Similarly any confirmation pages printed off after submitting accidents online must be kept in this secure file. Any completed report forms held in archived Accident Books must also be securely stored in a confidential file.

Accident records should be kept on file (either electronically as saved emails in a central, secure area or paper files in a locked cabinet) within the school for 3 years after the accident and then confidentially destroyed.

The above measure will ensure the University fulfils its obligations under the DPA, in addition to obligations under health and safety legislation to retain records of all such events.