

<h2>Privacy Notice</h2>
<p><b>What is our lawful basis for processing this data</b> Statutory Obligation</p>
<p><b>What data do we collect</b> Name, address, telephone number</p>
<p><b>Why do we need it and what do we do with it</b> We are required by law (RIDDOR 1995, Social Security (Claims and Payments) Regulations 1979, and Social Security Administration Act 1992) to record and report accidents on our premises.  Details are stored in an Accident Records Book in secure filing cabinets</p>
<p><b>How long do we keep it</b> Adults: Date of incident + 7 years Children (under 18): Date of Birth + 25 years</p>
<p><b>Who we share this information with and why</b> A copy of the accident is sent to the Health and Safety team in Reading Borough Council.  Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.</p>
<p><b>What are your rights</b> You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).  You have the right to:</p> <ol style="list-style-type: none"> <li>1. Ask for a copy of the information that we hold about you;</li> <li>2. Correct and update your information;</li> <li>3. Withdraw your consent (where we rely on it).</li> <li>4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.</li> <li>5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;</li> <li>6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.</li> </ol> <p>Please see our <a href="#">Data Protection Policy</a> for further information and for details of how to make a request.</p>
<p><b>Contact information</b> You can exercise the above rights and/or manage your information by contacting us using the details below:</p>

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS

Email: [mhester@cranburycollege.reading.sch.uk](mailto:mhester@cranburycollege.reading.sch.uk)

Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at

[dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

### **Complaints**

If you wish to raise a complaint on how we have handled your personal data, please contact us at [dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Phone: 0303 123 1113