

Injured Party & Witness(es) Privacy Notice

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| Document Reference and Version Number | 10.2023 |
| Purpose | To ensure that all Injured Parties and Witnesses to Accidents on IADT's campus/premises are familiar with our processes in relation to the collection of personal data in line with Data Protection Legislation |
| Commencement Date | October 2023 |
| Date of this Review | October 2026 |
| Who needs to know about this document | All Injured Parties and Witnesses |
| Revision History | |
| Policy Author | Secretary/Financial Controller |
| Policy Owner | Secretary/Financial Controller |

Injured Party & Witness Privacy Notice

For the purpose of this Privacy Notice, the Institute of Art Design & Technology (IADT) is the 'Data Controller' of the personal data you provide to us. This Privacy Notice relates to the collection, storage and use of your personal data in relation to our obligations to record and report accidents and incidents on campus.

Additional privacy notices relating to our employee-focussed activities, student-focussed activities and other business activities are available separately. IADT reserves the right to make any updates and/or amendments to this Privacy Notice at any time, therefore we advise that the Privacy Notice be reviewed regularly in order to ensure awareness of the relevant Privacy Notice in operation at any particular time.

Data collected for the purposes of Accident Reporting and Management

IADT is obliged under the Safety, Health & Welfare at Work Act 2005, to record and report on accidents that occur on its campus and premises.

Individuals who have suffered an accident or injury on campus are obliged to report these to the Institute through the Accident Reporting System.

Legal Basis for Processing

IADT's legal basis for the processing of this data is a combination of legal obligations and individual consent.

Withdrawal of Consent

Injured Parties and Witnesses can withdraw their consent for the processing of their personal data at any time by notifying the Institute.

It is important to note that withdrawal of consent by an injured party will be considered as a withdrawal of the notification of an accident. This may have legal implications for the individual concerned.

It is important to note that withdrawal of consent by any witness identified will be considered as a withdrawal of the capacity of the witness to give any account of the accident at a later stage. This may have legal implications for both the individual concerned and potentially the injured party.

In the event that the Injured Party submits a formal legal or insurance claim in respect of the accident, the withdrawal of personal data contained in the accident report form will not be possible.

Why we need your Data

Where you have had an accident on campus or on our premises, IADT will need to know certain information about you and the accident in order to determine whether the accident is a reportable accident. Where an accident is reportable, personal information relating to the individual is required to be submitted to the Health & Safety Authority (HSA).

What we do with your Data

All the personal data collected for accident reporting purposes is processed by people who are directly employed by IADT, and who are based in Ireland.

Sharing of your Data

Where an accident falls to be reported to the HSA, certain information contained in the Personal Details page of the Accident Report will be shared with the HSA. Where an individual lodges a personal accident claim against the Institute as a result of the accident, all of the details contained in the Accident Report will be shared with the Institute's insurers and legal advisors.

How long we keep your Data

Personal data is maintained for 3 years from the date of the accident. Non-personal data relating to the accident is kept indefinitely.

How we keep your Data Secure

All hard copy Accident Report Forms are retained in locked filing systems in locked offices and are available only to the designated individuals authorized in the Institute to review and report on accidents.

Statistics

IADT keeps certain statistics (in anonymized form) indefinitely from all accidents.

Entitlements of Injured Parties & Witnesses

IADT is fully aware of GDPR requirements and all related data is managed in compliance with the relevant regulations. The entitlements of individuals concerned are outlined below.

Access

Injured Parties or Witnesses can request and receive access to their data at any time, and can request and receive a copy of this data in electronic/transferable format.

Erasure

Injured Parties can request that the data held in respect of them to be erased. In this case, the notification of the accident will be considered to have been withdrawn. Please note that this may have legal implications for the Injured Party concerned.

Witnesses can request that the data held in respect of them to be erased. In this case, they will be unable to give any account of the accident at any later stage. Please note that this may have legal implications for the Injured Party concerned.

In the event that the Injured Party submits a formal legal or insurance claim in respect of the accident, the erasure of personal data contained in the accident report form will not be possible.

Rectification

Injured parties and Witnesses can have any incorrect information amended accordingly.

Objection/Withdrawal

Injured parties or witnesses can object to this information being processed and/or can request to withdraw their accident notification. Please note that this may have legal implications for the Injured Party concerned.

Complaint Procedure

Injured Parties and Witnesses can make a complaint to our internal Data

Protection Officer "DPO". [IADT DPO Contact Details](#)

Email: dataprotection@iadt.ie or

Tel: 01 239 4947 or c/o +353 1 239 4619

Data Protection Officer, IADT, Kill Avenue, Dun Laoghaire, Co. Dublin, A96 KH79

[and/or make a complaint to the relevant authority](#)

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

Tel: +353 (0) 761 104 800

[For further information on Data Protection:](#)

The website of the Data Protection Commissioner – www.dataprotection.ie or

Make contact with the Office of the Data Protection Commissioner by phone on Telephone 1890 252231 or by email on info@dataprotection.ie.