

Type of Data	Purpose for Processing / Records Function	Legal Basis for Processing	Retention Period
Accidents at Work including injuries, fatalities, diseases and dangerous occurrences	Records of injuries, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises,	To fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and Social Security (Claims and Payments) Regulations 1979 (SI 1979/628), reg.25	Date of accident + 3 years. Following legal action - 3 years post settlement.
Health and Safety Incident Reporting and Investigation	Investigation findings and reporting on the circumstances of a work related accident or incident	To fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and Social Security (Claims and Payments) Regulations 1979 (SI 1979/628), reg.25	Date of accident + 3 years. Following legal action - 3 years post settlement.
Work Related Illness	Records documenting the notification and reporting (to the relevant enforcing authorities where applicable) of reportable or notifiable diseases to enforcing authorities. Records documenting instances of work related illnesses (including exposure to legionella).	To fulfil the institution's duties under Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and Social Security (Claims and Payments) Regulations 1979 (SI 1979/628), reg.25	At least 3 years from report date, depending on nature of illness recorded
Hazard Identification and Risk Assessments	Recording of the significant findings of the risk assessment	Management of Health and Safety at Work Regulations 1999 (Regulations 3,6 and 5)	No specified time limit
Hazard Identification and Risk Assessments	Recording of any groups of employees that could be at risk	Management of Health and Safety at Work Regulations 1999 (Regulations 3,6 and 5)	No specified time limit
Hazard Identification and Risk Assessments	Recording of arrangements for the planning, organisation, control, monitoring and review of preventative and protective measures	Management of Health and Safety at Work Regulations 1999 Regulations 3,6 and 5.	No specified time limit
Exposure to specified hazardous substances (including Noise)	Record of health surveillance, containing particulars approved by the Health and Safety Executive (HSE), of persons where appropriate, who are, or are liable to be, exposed to substances hazardous to health	Control of Substances Hazardous to Health Regulations 2002, Regulation 11	Date of report + 40 years
Exposure to specified hazardous substances (including Noise)	Records of maintenance of noise related control measures or records related to maintenance, examination and control measures	Control of Substances Hazardous to Health Regulations 2002, Regulation 11	Date of report + 5 years

Examinations of Local Exhaust Ventilation and plant and respiratory protective equipment	A record of the prescribed examinations and tests of local exhaust ventilation plant and respiratory protective equipment and of the repairs carried out as a result of those examinations and tests.	Control of Lead at Work Regulations 2002, Control of Substances Hazardous to Health Regulations	Date of report + 5 years
Exposure to Lead	Health record of an employee who is, or is liable to be, exposed to lead, and is under suitable medical surveillance by a relevant doctor, where: exposure to lead is liable to be significant, blood - lead concentration is measured and reaches or exceeds the prescribed maximum concentration or a relevant doctor certifies that an employer should be under such medical surveillance	Control of Lead at Work Regulations 2002 Regulation 10	Last report date + 40 years
Exposure to Asbestos	A health record (or copy of that record), containing particulars approved by the Health and Safety Executive (HSE), relating to each employee who is exposed to asbestos, unless the work is exempted under reg.3(2) of the Control of Asbestos Regulations 2012	Control of Asbestos Regulations 2012 Regulation 22	Date of issue + 40 years or 20 years post retirement
Exposure to Asbestos	A certificate (or a copy of that certificate) issued by the relevant doctor, where an employee is under medical surveillance and has undergone a medical examination (in accordance with reg.22(1)(c) of the Control of Asbestos Regulations 2012), stating that the employee has been so examined and giving the date of the examination.	Control of Asbestos Regulations 2012 Regulation 22	Date of issue + 4 years
Health and Safety Inspections	Records of physical inspection or safety tour of a work area, noting visible defects or hazardous working practices.	The Workplace (Health, Safety and Welfare) Regulations 1992	Date of report + 3 years
Health and Safety Audit	Records of an inspection of a faculty/ school/ departmental work area to check the effectiveness and efficiacy of health and safety management systems.	The Management of Health and Safety at Work Regulations 1999	Date of report + 3 years
Health and Safety Information, Instruction and Training	Records documenting the investigation of accidents, dangerous occurrences and outbreaks of notifiable diseases on the institution's premises.		Closure of report + 40 years
Workstation Assessments - Hazard Exposure to Display Screen Equipment	Workstation assessment report documenting any pre-existing conditions or the finding of an OH assessment.	The Health and Safety (Display Screen Equipment) Regulations 1992 The Management of Health and Safety at Work Regulations 1999	Date of report + 3 years
Examination of Excavation	Report of inspection by a competent person of excavations, cofferdams or caissons, and any work equipment and materials which affect their safety.	Construction (Design and Management) Regulations 2015 (Regulation 24)	Date of completion of excavation + 3 months

Obtaining Lifting Equipment	EC declaration of conformity provided in respect of lifting equipment to which the Lifting Operations and Lifting Equipment Regulations 1998 apply.	Lifting Operations and Lifting Equipment Regulations 1998 (Regulation 11)	Lifetime of Equipment
Examining Lifting Equipment	Report of the thorough examination of lifting equipment before it is first put into service by the employer;	Lifting Operations and Lifting Equipment Regulations 1998 (Regulations 9,10,11)	Lifetime of Equipment
Examining Lifting Equipment	Report of the thorough examination of an accessory for lifting before it is first put into service by the employer	Lifting Operations and Lifting Equipment Regulations 1998 (Regulations 9,10,11)	Date of Report + 2 years
Examining Lifting Equipment	Report of the thorough examination of lifting equipment where the safety of the equipment depends on the installation conditions;	Lifting Operations and Lifting Equipment Regulations 1998 (Regulations 9,10,11)	Lifetime of Equipment
Examining Lifting Equipment	Report of the thorough examination of lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations; and	Lifting Operations and Lifting Equipment Regulations 1998 (Regulations 9,10,11)	Until report superseded or expiration of 2 years; whichever is later
Examining Lifting Equipment	A written record of any defect in lifting equipment discovered during an examination under the above categories or which could become a danger to any person	Lifting Operations and Lifting Equipment Regulations 1998 (Regulations 9,10,11)	Until next such report made
Classified Persons, Exposure levels & Ionising Radiation	Health record of any classified persons and persons whom an employer intends to designate as classified persons	Ionising Radiations Regulations 2017 Regulation 25	Latest report date + 30 years or until person to whom record relates reaches age of 75 years
Classified Persons, Exposure levels & Ionising Radiation	Health records of any persons received overexposure and who are not classified persons	Ionising Radiations Regulations 2017 Regulation 25	Latest report date + 30 years or until person to whom record relates reaches age of 75 years
Classified Persons, Exposure levels & Ionising Radiation	Health records of employees where an appointed doctor or employment medical adviser has certified in their health records that they should not be engaged in work with ionising radiation or who should only be engaged in work with ionising radiation subject to conditions.	Ionising Radiations Regulations 2017 Regulation 25	Latest report date + 30 years or until person to whom record relates reaches age of 75 years