**Privacy Notice for Staff Risk Register**

**Service description**

The Staff Risk Register is maintained by Dover District Council and contains the names and addresses of individuals who are considered to represent a possible threat to the safety or well-being of the Council’s staff and contactors. It is used to identify potential risks to staff or contractors from an individual or premises before making contact or conducting a visit.

**Processing activity**

In order to maintain this register, it is necessary for us to collect and hold personal information. What type of information will vary and depend on the reason you are on the register. We will process personal information in order to protect staff and contractors.

**Information requirements**

The information we may hold will be kept in the staff risk register and may include your:

* Name
* Address
* Contact details
* Reason you are on the register (this may include special category information e.g. medical/health information)

**Lawful bases**

Our **lawful bases** for processing personal information are:

* For the performance of a task carried out in the public interest

**Reasons for processing**

Some of the information collected is classified as **special category personal data**. This is processed for reasons of substantial public interest. To process this type of information we must have a relevant policy document that sets out how this information will be handled, this is appended to our Data Protection Policy.

To ensure that information on the register is secure and only accessed by the relevant staff there is restricted access to the files where the document is held.

**Retention**

We **keep** the personal information held in the staff risk register for the minimum period necessary. The information outlined in this Privacy Notice will be reviewed from time to time to see if an individual can be removed from the register. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.dover.gov.uk](http://www.dover.gov.uk) for further details of how we process your personal information and your rights.