

As part of the University’s obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and the Data Protection Act 2018 (the UK’s implementation of the General Data Protection Regulation (GDPR)), the University must retain data related to incidents and accidents that occur to our staff and on our premises. However, as defined in Principle (e) of GDPR, the University must only retain this data for as long as prescribed by UK legislation. As a result, retention periods must be applied to all data so that it can be erased after the appropriate length of time. These periods of time are defined in UK Health & Safety legislation and relevant retention periods are shown below. Retention periods are applied initially at the DSO Review stage but can be updated at any point when deemed appropriate to do so.

Retention Period	Length of Retention	Example(s)
Standard	3 years from the date of the incident	Any incident occurring on University premises or to University personnel, students or contractors. <i>Note: This requires no action from any users of the system. All incidents will automatically have this retention period applied to them.</i>
COSHH or Lead Incident	10 years from the date of the incident	Any incident involving a material that falls under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
Significant COSHH or Lead Incident	40 years from the date of the incident	Any incident resulting in significant or potentially dangerous exposure to lead or a material or agent that falls under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
Biological Incident	40 years from the date of the incident	Any incident, accident or exposure involving Group 3 or Group 4 biological agents as defined by Schedule 3 paragraph 4 of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
Asbestos Incident	10 years from the date of the incident	Any incident involving asbestos.
Asbestos Incident with Exposure	40 years from the date of the incident	Any incident involving significant or potentially dangerous exposure to asbestos.
Ionising Radiation	Whichever is the latter: <ul style="list-style-type: none"> • 30 years from the date of the incident • Until the employee reaches (or would have if deceased) the age of 75 	Any incident involving a confirmed exposure to an individual from an ionising radiation source. <i>Note: For incidents with ionising radiation sources, it is essential that the date of birth is collected to fulfil this retention period.</i>
Under 18	3 years (or other specified period) following 18 th Birthday	Any incident involving any injured parties under the age of 18. <i>Note: For incidents with injured parties under 18 years of age, it is essential that the date of birth is collected to fulfil this retention period.</i>
Environmental Incident	7 years from the date of the incident	Any environmental incident reported to the regulator.
Environmental Incident with confirmed or presumed pollution	40 years from the date of the incident	Any environmental incident resulting in pollution to the air, land or a water source.