



- **Purpose**

Accident and Incident forms

- **Description**

Accident and Incident forms are a mandatory health and safety requirement that enables us to monitor risks to both public and staff throughout our facility, it enables us to structure our training requirements and prioritises our Maintenance programme.

For most people physical activity should not pose any problem or hazard, however we must be aware of any accidents or incidents within the facility to ensure the health and safety of both staff and public.

- **If you do not give us your information**

If you do not supply us with your information we will still record the accident or incident but will state that you did not wish to supply this information. Should you wish at a later date to pursue the accident or incident we will be unable to verify your claim.

We will be unable to follow-up on any accidents that resulted in being directed immediately to Hospital, or incidents involving lost items of value stolen and vehicles that have been damaged (as an example).

- **Conditions for processing personal information**

Consent – we need to process this personal information to meet our obligation to staff and customers to ensure a safe environment. To fulfil our requirement to the Health & Safety Executive in recording and reporting accidents which result in a recommendation or immediate evacuation via Ambulance to the Hospital.

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data



- **Who we share your information with**

In the event of an emergency we may share your information with NHS Grampian and/or Police Scotland. Certain accidents are reportable under RIDDOR, in which case we will fulfil our obligation.

- **Data controller**

The data controller is Moray Leisure Ltd.

- **Data Protection Officer Contact our Data Protection Officer:**

Data Protection Officer  
Moray Leisure Centre  
Borough Briggs Road  
Elgin  
IV30 1AP  
01343 550033  
[dpo@mlc-elgin.co.uk](mailto:dpo@mlc-elgin.co.uk)

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
<https://ico.org.uk/global/contact-us/>