

# ACCIDENT BOOK

## Important information

Please keep a copy of this notice with each copy of the Accident Book.

### What do employers have to do?

In line with data protection legislation, employers have an obligation to obtain their employees' consent to share personal information with health and safety representatives. Employers must anonymise such information when consent is not given.

### What do employees have to do?

Employees must indicate on the accident form their consent to employers to disclose personal information.

### How do we do this?

If you are the person who has had the accident, and you wish to consent to the sharing of your personal details with health and safety representatives, you should, on completion of the form, endorse it with the following words:

***'Consent is hereby given to my employer to disclose my personal details and details of the accident.'***

### What am I agreeing to?

By endorsing the form in this way you are agreeing to the following statement:

***'I give my consent to my employer to disclose my personal information and details of the accident, as recorded on this form, to safety representatives and representatives of employee safety, in order for them to carry out the health and safety functions given to them by law.'***

Future editions of the Accident Book will make provision for this consent to be recorded on the accident form.

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