

## Potentially Violent Persons Register

### Using your personal information

City of Wolverhampton Council (The Council) is a data controller for the purposes of the Data Protection Act 1998 (DPA).

This means that we are the organisation that decides what will be done with the personal data (information about living individuals) that we collect.

The Council has a legal duty under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – to record and report incidents of work-related violence.

In the event or likelihood of this happening personal information about individuals will be collected in order to assess the risks to our employees (including the risk of reasonably foreseeable violence) and retained on a Potentially Violent Persons Register.

Personal information that we process regarding such individuals includes name, address and contact details, together with any other information we obtain directly from the individual or from third parties, or as a result of our relationship with the individual in our capacity as a provider of services.

This information may be subsequently shared with other agencies, our partner organisations and contractors that may come into direct contact with individuals recorded on the register to enable them to assess the risks to their employees as part of their work.

We are committed to ensuring that personal information we process is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

The inclusion of any individual on the register will be dealt with on a case-by-case basis and all entries will be subject to periodic review to ensure their accuracy.

Personal data held will be deleted when it is no longer needed for these purposes, in accordance with our formal record retention policies.

If you have any queries about the Potentially Violent Persons Register, please contact [healthandsafety@wolverhampton.gov.uk](mailto:healthandsafety@wolverhampton.gov.uk)

More information about how we use people's personal information can also be found in our main Privacy notice, located at:

[City of Wolverhampton Council - Privacy & cookies](#)

Individuals also have a right under the Data Protection Act 1998 to request a copy of the personal information held about them, providing they put their request in writing, enclose proof of their identity and explain what information they are requesting.

If you would like to find out what information the Council holds about you, please write to

City of Wolverhampton Council,

Information Governance Team,

Civic Centre

St Peters Square

Wolverhampton WV1 1SH

[dataprotection@wolverhampton.gov.uk](mailto:dataprotection@wolverhampton.gov.uk)