

Privacy notice

The Building Safety Regulator (BSR) Residents' Panel is provided by the [Health and Safety Executive \(HSE\)](#).

This privacy notice tells you how the Health and Safety Executive will use your personal information under Data Protection Act 2018 and UK GDPR 2018. It explains what you can expect us to do with your personal information when you use this service or have an interaction with us.

For the purposes of this privacy notice, the data controller is the Health and Safety Executive (HSE), Redgrave Court, Merton Rd, Bootle L20 7HS. A data controller determines how and why personal data is processed.

Purpose

HSE staff will process your personal information primarily for the purpose of processing your application for recruitment to the BSR Residents' Panel and your subsequent membership of the panel, if your membership is successful.

What data we collect

The data we collect from you includes:

- personal data, including your name, email addresses, telephone numbers, date of birth, address
- gender, ethnicity, benefit status, housing type and health information for the purpose of ensuring a socially diverse/representative recruitment
- questions, queries or feedback you leave, if you contact us
- your internet protocol (IP) address,
- information on how you use the site using cookies and page tagging techniques.

Where you provide your consent, we use [Google Analytics](#) cookies to collect information about how you use GOV.UK. This includes IP addresses.

Google Analytics processes information about:

- the pages you visit – including BSR Residents' Panel
- how long you spend on each page
- where you came from to the site
- what you click on while you're visiting the site

We make sure you cannot be directly identified by Google Analytics data. We do this by using [Google Analytics' IP address anonymisation](#) feature and by removing any other personal data from the titles or URLs of the pages you visit.

We will not combine analytics information with other data sets in a way that would directly identify who you are.

Find out more about how we use Google Analytics and other [cookies](#).

How we get your information

The personal information we process is provided to us directly by you through the recruitment process for the BSR Residents' Panel

Why we need your data

We collect your personal data to:

- process your application to become a member of the Building Safety Regulator Residents Panel and to administer any subsequent membership
- gather feedback to improve our service
- respond to any feedback you send us, if you've asked us to
- send email alerts to users who request them
- monitor use of the site to identify security threats
- monitor the performance of the site to identify inefficiencies and JavaScript errors

We use the information we collect through Google Analytics to see how you use the service and to see how well it performs on your device.

We do this to help:

- make sure the service is meeting the needs of its users
- make improvements
- make performance improvements, for example to page load time and data usage

Our legal basis for processing your data

The legal basis for processing the personal data that we request from you is that it is necessary for compliance with a legal obligation to which the controller is subject, namely the establishment and maintenance of a residents panel.

HSE will process your information under Article 6 of UK GDPR, that is, it is necessary:

- to recruit and select members to its Residents' Panel.
- ensure a socially diverse representation on the Residents' Panel.
- communicate with members of the Residents' Panel.

What we do with your data

For the purpose of establishing a residents' panel, HSE may disclose personal information to a range of recipients including those from whom personal data is obtained. This includes:

Staff from the Building Safety Regulator Policy team will see and process your personal data. The data may also be subject to audit for the purposes of review of the recruitment process. Personal data will not be seen or shared with any third party outside the policy team with the exception of internal auditors.

The e-mail addresses of successful candidates from the recruitment will be used to communicate with the panel and to set up virtual meetings and as such may be visible to other resident panel members.

Disclosures of personal information are made case-by-case. Only relevant information, specific to the purpose and circumstances, will be disclosed and with necessary controls in place.

The data we collect may be shared with other government departments, agencies and public bodies. It may also be shared with our technology suppliers, for example our hosting provider.

We will share your data if we are required to do so by law, for example, by court order, or to prevent fraud or other crime. This may include:

- the Home Office
- courts
- another regulatory body who can demonstrate that there is a legitimate purpose for the processing of your personal data.

We may also disclose personal information on a discretionary basis for the purpose of legal proceedings or for obtaining legal advice.

The data we collect with Google Analytics cookies is transferred and stored with Google where we analyse it with Google Analytics software (Universal Analytics). We do not allow Google to use or share this data for their own purposes.

We will not:

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

We will not share your information with any third parties for the purposes of direct marketing.

How long we keep your data

We will only retain your personal data for as long as it is needed for the purposes set out in this document or for as long as the law requires us to.

Records that contain your personal information processed for your registration will be managed in accordance with the [Business Classification Scheme and Disposal Policy \(hse.gov.uk\)](https://www.hse.gov.uk/business-classification-scheme-and-disposal-policy/).

We will:

- keep the data for successful applicants for audit purposes for two years after their membership of the panel ceases unless requested otherwise by the individual. After that period any personal data will be deleted.
- the data for unsuccessful applicants will be stored for 6 months after the date of recruitment decisions, unless consent is given to retain data for notification of the recruitment process for future resident research.
- delete access log data which contain your IP address after 120 days

Children's privacy protection

Our service is not designed for, or intentionally targeted at, children 13 years of age or younger. We do not intentionally collect or maintain data about anyone under the age of 13.

Where your data is processed and stored

We design, build and run our systems to make sure that your data is as safe as possible at all stages, both while it's processed and when it's stored.

All personal data is stored in the [European Economic Area \(EEA\)](https://www.efta.gov.uk/european-economic-area/). Data collected by Google Analytics and MS Clarity may be transferred outside the EEA for processing.

How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. Our systems meet appropriate industry and government security standards, and we comply with the relevant parts of legislation relating to data security. We have set up systems and processes to prevent unauthorised access or disclosure of your data - for example, we protect your data using varying levels of encryption.

HSE ensures that appropriate policy, training, technical and procedural measures are in place. These will include ensuring our buildings are secure and protected by adequate physical means. The areas restricted to our staff and staff of partner agencies are only accessible by those holding the appropriate identification and have legitimate reasons for entry.

We carry out regular monitoring and checks to protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason.

Our standard operating procedures, and policies contain guidelines as to what use may be made of any personal information. These procedures are reviewed regularly to ensure security is kept up to date.

We also make sure that any third parties that we deal with keep secure all personal data they process on our behalf.

Your rights

You have the right to request:

- information about how your personal data is processed
- Confirmation of your personal data being processed
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer justification for us keeping it
- ask that the processing of your personal data is restricted in certain circumstances

[Read about your data protection rights](#). If you have any of these requests, [contact us](#).

Contact us

The Health and Safety Executive (HSE) is the controller for the personal information we process, unless otherwise stated.

There are many ways you can contact us, including by phone, email, and post.

[Further information on how to contact HSE](#)

Our postal address

Health and Safety Executive
Redgrave Court
Merton Road
Bootle
L20 7HS

Telephone: 0203 028 3547

Email: Data.Protection@hse.gov.uk

Our Data Protection Officer is Malwina Leszczynska. You can contact them at Data.Protection@hse.gov.uk or via our postal address above. Please mark the envelope 'Data Protection Officer'.

Your right to complain

We work to high standards when it comes to processing your personal information. If you have queries or concerns, you can [make a complaint to HSE](#) and we'll respond.

If you remain dissatisfied, you can [make a complaint](#) to the Information Commissioners Office (the UK supervisory authority) about the way we process your personal information.

Changes to this privacy notice

We keep our privacy notice under regular review to make sure it is up to date and accurate. It was last updated on 13 November 2024.