

Southend-on-Sea City Council – Keeping Individuals Safe and Employees Safe (KISE) Privacy Notice

October 2026

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Version: 1
Review date: no later than October 2028

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Your privacy and how we use your information

We are committed to protecting your privacy when you use our services.

Southend-on-Sea City Council is the data controller for the information held within the KISE Register. This means we decide how and why your personal information is processed.

This Privacy Notice explains how we collect, use, store and protect personal information recorded on the Keeping Individuals Safe and Employees Safe (KISE) Register.

The KISE Register is used to help the Council identify, assess and manage situations where there may be a risk to the health, safety or wellbeing of Council employees, contractors, elected Members or others acting on behalf of the Council whilst carrying out their duties.

This Notice should be read alongside the Council's [overarching Privacy Notice](#), which explains how the Council manages personal information more generally, including information about data subject rights, complaints and security arrangements.

If you have any questions about this Privacy Notice or how your information is used, you can contact the Council's Data Protection Officer via dataprotection@southend.gov.uk or by calling 01702 215000.

What 'personal information' means

Depending on the circumstances, the KISE Register may contain:

- Name and contact details
- Address details
- Details of incidents, concerns or behaviours relevant to staff safety
- Information about other risks presented to employees or others working on the Council's behalf
- Information relating to measures required to manage those risks
- Review and assessment records
- Correspondence or supporting evidence relevant to the assessment

In some circumstances, the Register may contain special category personal data, where this is necessary and proportionate for risk assessment and management purposes.

Why we use your personal information

We use information held on the KISE Register to:

- Protect the health, safety and wellbeing of Council employees, contractors, elected Members and others acting on behalf of the Council in their official duties
- Identify and assess risks associated with specific individuals, locations or circumstances
- As necessary, enable appropriate safety measures to be put in place before contact takes place
- Investigate incidents affecting staff safety and welfare

- Comply with our legal duties relating to health and safety
- Support service delivery and operational decision making
- Review and manage ongoing risks

The Register is not intended to record complaints about individuals, nor is it used for enforcement purposes. Information is recorded only where there is a legitimate operational need to manage identified risks.

Inclusion on the KISE Register does not indicate that an individual has committed any criminal offence, acted unlawfully or engaged in misconduct. The Register is intended solely to assist the Council in identifying, assessing and managing risks to the safety and wellbeing of employees, contractors, elected Members and others acting on the Council's behalf.

How the law allows us to use your personal information

The Council processes personal information held on the KISE Register under:

UK GDPR Article 6 (1)(e) – Public Task

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council, including the Council's statutory duties relating to the safety and welfare of employees and others acting on its behalf.

Where appropriate, the Council may also rely upon:

UK GDPR Article 6(1)(c) – Legal Obligation

Processing is necessary for compliance with legal obligations arising from health and safety legislation.

When special category personal data is processed, the Council relies upon:

UK GDPR Article 9(2)(g) – Substantial Public Interest, supported by Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018 (statutory and government purposes).

Where We Obtain Information From

Information included on the KISE Register may be obtained from:

- Council employees, managers and service areas
- Incident reports
- Witness statements
- Correspondence received by the Council
- Partner organisations, where information sharing is lawful and necessary
- Information provided directly by the individual concerned

All information is assessed before being recorded to ensure it is relevant, necessary and proportionate.

Who can access the KISE Register

Access is strictly controlled and limited to authorised officers who require access as part of their role.

Access is granted only following appropriate approval processes and staff must complete relevant training before access is provided.

The Council regularly reviews access permissions and monitors use of the Register.

Information held on the Register is subject to appropriate security, access control and retention arrangements.

How we might share your information

Information from the KISE Register will only be shared where it is necessary and lawful to do so.

Information may be shared with:

- Relevant Council employees who require the information to carry out their duties safely
- Council contractors where appropriate safety measures are required
- Emergency services, where necessary
- Partner organisations, where there is a lawful basis to do so
- Courts, tribunals or regulatory bodies where required by law

The Council will only share the minimum information necessary for the stated purpose.

Any future sharing arrangements with external partner organisations will be subject to appropriate governance, legal review and data protection assessment before implementation.

Will I always be told if information about me is included on the Register?

The Council is committed to transparency wherever it is appropriate and safe to do so.

However, there may be circumstances where notifying an individual that information has been recorded on the KISE Register could:

- Increase risks to staff safety
- Prejudice the effective management of identified risks
- Undermine the purpose for which the information is being processed or
- Otherwise be inappropriate in the individual circumstances

There is no automatic presumption either in favour of, or against, notification to individuals. Each case will be assessed individually taking account of the specific circumstances, the purpose of the processing, staff safety considerations and the Council's data protection obligations.

If you want to know what information we hold about you

You have the right to request access to personal information we hold about you. Information on how to make a Subject Access Request is available on the Council's website here: [Requesting your information – Southend-on-Sea City Council](#)

Your individual rights

Under UK GDPR and the Data Protection Act 2018, you have a number of rights regarding the personal information we hold about you, including the right to access your information, request correction of inaccurate information and object to processing in certain circumstances.

You can find out more about your data subject rights under the Council's overarching Privacy Notice available here: [Privacy notices – Southend-on-Sea City Council](#)

Contact Us

If you have any questions about this privacy notice or how your data is processed, please contact the Data Protection Officer at dataprotection@southend.gov.uk

For independent advice about data protection, privacy and data sharing issues, or to lodge a complaint about how we have handled your information, you can contact the Information Commission at: www.ico.org.uk