

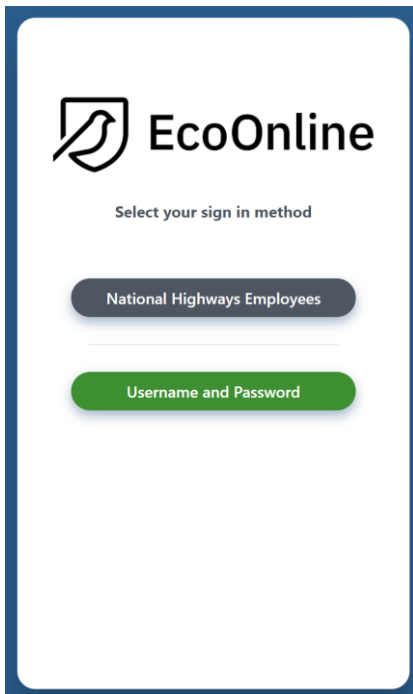


National Highways supply chain colleagues – Responsible Use of Information

Highways Accident Reporting Tool can be accessed here:
<https://ehsuk.econline.net/nationalhighways>

If you are experiencing any technical issues with using
Highways Accident Reporting Tool, please contact us via;
HARTsupplychain@highwaysengland.co.uk

Highways Accident Reporting Tool Supply Chain colleagues guidance – Responsible use of information.



Our Highways Accident Reporting Tool (HART) holds a wealth of information regarding health, safety, wellbeing, environmental and asset events that occur in our offices, on our network and on National Highways land. It also contains information about positive observations, lessons learnt and much more.

Within HART, there are fields that contain sensitive and/or personal information about our colleagues, supply chain personnel and even third parties. It's our responsibility as HART users to keep this data safe and follow the UK General Data Protection Regulations (UK GDPR). We must also only use HART data for the reasons it was collected (which is to improve health, safety and wellbeing for our people and our customers).

As a reminder, our HART Data Protection Notice says:

We collect and handle personal data as part of accident reporting, recording and analysis. This personal data relates to workplace accidents involving National Highways staff and people working for or on behalf of National Highways (for example contractors and suppliers). How we use that personal data is described in our UK General Data Protection Regulations Privacy Notice, which can be found [here](#)

We're all responsible for treating the information in HART with care and respect, as well as making sure we have completed our employer's required training on GDPR and adhering to the UK GDPR requirements. This applies both when we report information but also when we access it.

Reporting sensitive or personal information in HART

When we report information, we protect sensitive or personal information (such as the name or age of an injured party, details of a vehicle involved, witness details etc.) by recording this in HART only within the specified fields. Please don't put sensitive or personal information within free-text fields (as if you do it can't be protected effectively in HART).

Our HART guidance documents do include reminders for our users about this, plus there are prompts in HART (accessible by using the ⓘ button) that can be accessed as an immediate reminder when using the system to report an event.


Where possible, individuals should be referred to as; Injured person, Individual, operative or they. 

Please use these fields to factually explain what happened and what actions were taken immediately following the event.

Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc. 

There are specific fields for this information, that can be protected from visibility.

Please note: specific fields relating to car details will only appear if 'was a car involved' has been selected as 'yes'. These fields appear as an additional tab, as you progress the reporting an event screens (not at the time you select 'yes'.)

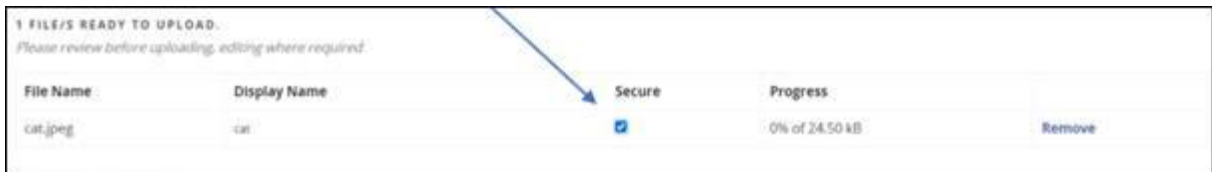
 **Describe the facts of what happened**

Please give a description of the event - please do not record GDPR sensitive information within this field

Uploading file attachments to HART records

When there is a need to attach additional files/reports/photographs to a HART record, these can be securely uploaded to protect visibility.

If these files contain private or sensitive information, these can be marked as 'secure' at the point of upload. This means the content of these attachments is only visible to the user uploading the files and a small number of users with high level access rights. In most cases these are users within National Highways, in most cases within the Health Safety & Wellbeing team who have a need to view the data.



Full details of how attachments can be uploaded securely can be found within the 'Uploading attachments' guidance accessible within the [Supply Chain HART Sharepoint site](#).

Accessing sensitive or personal information in HART

When we access information as a HART user, the data you can see is determined by your user permission level and this is dependent on the projects/schemes you are working on and therefore have access to.

As a HART supply chain user your 'Supply Chain Investigator' permission level allows visibility of a wide range of data because investigators need to see this data for the events they are investigating.

This means a supply chain investigator may be able to see events they aren't directly involved with investigating but which have occurred on shared projects/schemes, they have access to. This means we all need to remember that to comply with UK GDPR

- **You should only access data that you need for the work you are doing,** and
- **Any private and/or sensitive information that you can see within HART should never be shared.**

We all have a responsibility to only use information held within records in HART for work-related activity in line with privacy notice and the data protection principles of fairness, lawfulness and transparency.

Additional supporting documents:

- Privacy Notice and guidance for recording events in HART (accessible via [Supply Chain HART Sharepoint site](#)).