

Sentinel Privacy Notice

About this notice

This privacy notice explains how we use the information held about you in Sentinel. It applies to data:

- added to Sentinel by Network Rail
- added to Sentinel by your current or former sponsor
- Imported to Sentinel from the Network Rail Oracle HR system (for current or former Network Rail employees)

Why we hold information

Sentinel is used to support Network Rail's Life Saving Rules by helping to ensure that individuals are appropriately qualified and safe to complete their required duties. This means that it is necessary for us to hold information that clearly identifies an individual, along with safety related data such as the competences they hold and their latest medical or drug and alcohol test results. We also hold data which indirectly supports this goal, such as recording the use of a competence or specific site/location where an individual is working.

Information that we hold about you

If you have a record in Sentinel (i.e. you have a Sentinel number) the following information may be stored against your record (where supplied):

- Full name*
- Date of Birth*
- National Insurance Number*
- Photo (similar to a passport photo and printed on the physical Sentinel card)
- Gender
- Ethnic Origin
- Home Address
- Phone/Fax/Mobile number
- Email address
- Emergency contact information
- Lone Worker module**
 - o Physical Description
 - o Medical Conditions
 - o Job location and risks
- Competences awarded and held (current and historical)
- Sponsorship/Employer (current and historical)
- Record of any time the individual has their Sentinel card/record checked including any details recorded during that process which may include:
 - o Time Left Place of Rest
 - o Planned Work (Shift) Duration
 - o Role during shift
 - o Anticipated Travel Time to Place of Rest
 - o Result of any Fatigue Risk Assessment completed
- Medical results (current and historic)
 - o Examination Date
 - o Examiner Name
 - o Visual Acuity (Category)
 - o Colour Vision
 - o Hearing (Category)
 - o Any Risk Assessment requirements relating to possible Work Restrictions
 - o Medical Level achieved
- Drug and Alcohol Test results
 - o Examination/Specimen/Analysis Date

- Authorised Person
- Reason for Test (Category)
- Drugs Tested (with Pass/Fail result)
- Alcohol Measurement (Breath/Urine/Blood)
- Risk Assessments
- Track Visitor Permits
- PPE Issued
- Notes
- Use of Competences (Logbook)
- Site Inductions completed
- Safety Briefings acknowledged

*Minimum mandatory data requirements

** Enrolment in the Lone Worker scheme is voluntary

If you are logging into Sentinel as an administrator (i.e. you have a username and password granting you access) the following information may be stored against your record (where supplied):

- Full Name
- Email address
- Date of Birth
- Security question and answer
- I.P. Address recorded against each login session

If you contact the Sentinel Helpdesk, in addition to any issue or query reported the following information may be stored against your record (where supplied):

- Full Name
- Email address
- Contact Phone Number

If you email Reference Point Ltd or Network Rail directly:

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Anonymous Data

In addition to the above, we may also collect anonymous statistics to improve the system and users' experience using tools such as Google Analytics and New Relic.

Who your information may be shared with

Information held about you in Sentinel may be visible to, or where appropriate and relevant shared with, any of the following entities:

- Sponsors
- Training Providers
- Network Rail (as Data Controller)
- Medical Providers
- NSAR
- Reference Point Ltd (as Data Processor)
- MITIE (Operators of the Sentinel Helpdesk)
- British Transport Police
- Office of Rail and Road

Your right of access to personal information

Individuals whose details are recorded in Sentinel, and who know their own Sentinel number, can register at www.mysentinel.me to see details of their record in Sentinel.

Alternatively, individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. Requests of this type should be sent in writing to the Network Rail Data Controller (see contact details below).

Your right to rectify personal information

If you believe information held about you in Sentinel to be incorrect you should contact your primary sponsor in the first instance to have this corrected. If they are unable to make the correction, or if you are no longer actively sponsored, you should contact Network Rail at the address below or by email to sentinel@networkrail.co.uk. Please note that Reference Point Ltd are unable to action any direct requests to correct data.

If registered with www.mysentinel.me, this site provides the ability to contact your current primary sponsor to have any incorrect data amended or to contact Network Rail directly.

Where is my data held?

All our Sentinel servers are at sites located within the UK.

Contact Details

Data Controller:

Data Controller
Network Rail Infrastructure Ltd
The Quadrant: MK
Elder Gate
Milton Keynes
Buckinghamshire
MK9 1EN
sentinel@networkrail.co.uk

Data Processor:

Data Protection Officer
Reference Point Ltd
2- 4 High Street
Chalfont St Peter
Buckinghamshire
SL9 9QA
techsupport@railsentinel.co.uk

Cookie Policy

We use cookies when you visit our website. Cookies allow us to identify the computer or device you're using to access our website – but we can't identify you personally.

You can set up your web browser to refuse cookies, but this means you may not be able to use all of Sentinel's features.

What are cookies?

Cookies are small text files placed on your computer by us or our partners. They let us identify the device you're using – but not you personally. This information is sent back to our systems as you move around our website.

Cookies are unique to the web browser you're using – so if you're using a desktop computer as well as a mobile, different data will be collected for each.

You can find more information on the [About Cookies Website](#)

Cookies can be set by the owner of the website you're on. These are known as 1st Party Cookies. There are also 3rd Party Cookies that can be set by partner websites. Only the owner of the cookie can see the anonymous information it collects.

You can choose to accept all cookies, reject 3rd Party Cookies or reject all cookies by changing your internet browser settings. If you don't accept cookies, some features of our website may not work.

We use this information to:

1. Make it possible for you to use our website;
2. Show you information that is relevant to you;
3. Find out more about how you use this site.

You can change your browser settings to accept or refuse all cookies, choose which cookies you want or don't want, or ask to be notified when a cookie is set. Use the help feature in your browser to see how.

If you change your mind after you've accepted our cookies, you'll find an option within your internet browser to clear cookies that have already been set. Use the help feature in your browser to see how. You'll then need to change your browser settings to refuse cookies in future.