

PRIVACY NOTICE

Health and Safety Department

Information about you: how we use it and with whom we share it

Self-isolation data, positive data and Test and Protect system

The information you provide will be used by the University to support NHS Scotland's Test and Protect strategy and to protect the health and safety of the University of Edinburgh's students and staff. The Scottish Government have also asked us to '...monitor staff and student absences and whether these are due to possible or confirmed COVID-19.' Which is why we will be collecting information on those staff who are self-isolating as well as testing positive. This notice also covers positive student data but not student self-isolation only data.

Sharing of positive data – staff and students

NHS Lothian Health Protection team - external

We will provide information to the Health Protection Team (HPT) at NHS Lothian, who manage the response to case(s) of covid-19 related to a University setting, where there is a request from HPT to do so.

In the event of a case or cases associated with University of Edinburgh staff / students, HPT may request the contact details of those who are identified as close contacts, or those who may have been in the vicinity of a positive case, in order to provide follow up contact / information to these groups (close contacts / other (vicinity) contacts).

We are using relevant staff and student records if these can assist HPT in identifying those potentially at risk during the period that an individual was on our campus whilst they were in the infectious stage.

TestEd research project - internal

We will share positive case data with the TestEd research project to allow them to compare with their own results. The data shared will include name, uun/student number (via email address information), date submitted and date of test. If you **do not** wish for this data to be shared, please email safety.covid19@ed.ac.uk.

Student self-isolation data

Student self-isolation records are covered by the [Student Services Privacy Notice](#).

Retention period

Information collected solely for the purposes of Test and Protect will be held for 21 days and then destroyed. Data held on University of Edinburgh source systems will be retained as per their retention notices.

Data used for University reporting purposes will be held initially for 12 months and the retention period will be reviewed every 12 months.

Legal Basis for Processing

Legitimate interest – protecting the health and safety of students and staff at the University of Edinburgh.

If you have any questions, please contact Candice Schmid, Occupational Hygiene and Projects Manager, Occupational Hygiene Unit, Health and Safety Department, 9-16 Chambers Street, Edinburgh, EH1 1HT, or email Candice.Schmid@ed.ac.uk.

This Privacy Statement is continued at: edin.ac/privacy