



PRIVACY NOTICE

Health and Safety Department

Accidents, confirmed occupational diseases and dangerous occurrences submitted to the Health and Safety Department

Why do we need this information:

Accidents, confirmed occupational diseases and dangerous occurrences are reported to us using our online form at www.accidents.is.ed.ac.uk and are held confidentially on a secure server, managed by Information Services.

We are required to hold this data by the Health and Safety at Work Act, 1974, and other regulations enacted under that Act, in particular the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, 2013 (RIDDOR) and the Control of Substances Hazardous to Health Regulations, 2002 (COSHH).

Online form submission retention:

All accidents, confirmed occupational diseases and dangerous occurrences are retained by the Health and Safety Department for 40 years following the date of the incident, as many ill health conditions can take years to manifest themselves, and these reports can assist if a claim situation arises.

Local copies must be held securely and only accessible to appropriate members of staff. All local copies should be destroyed 3 years following the date of the incident.

Who do we share this information with:

Information about you will be shared with the following internal staff members:

- Other professional members of the Health and Safety Department, depending upon their speciality and the details of the incident.
- College, School or Departmental safety staff who automatically receive a copy of the incident when submitted.
- Estates Department safety staff if any defects related to the fabric of the building are involved in the incident (please note this does not replace the normal reporting route for any defects that require to be fixed, i.e. reporting to the Estates Helpdesk).
- Other appropriate members of the College, School or Department, as required, to ensure the incident is fully investigated and remedial actions implemented to ensure the likelihood of a re-occurrence has been reduced.

Information about you will be shared with the following external agencies, if applicable, at their explicit request or due to a legal requirement:

- Health and Safety Executive
- Scottish Environmental Protection Agency



THE UNIVERSITY *of* EDINBURGH

Health & Safety Department

- In the case of an insurance claim, the current Insurer for the University as well as your own solicitor if consent is given by you

Only depersonalised details of incidents are ever reported on to any other agencies, both internal and external, as required, for example, reports to University Committees.

Hardcopy 'Accident Book' retention:

We no longer supply the hardcopy 'accident books' which were in a triplicate carbon copy format. When these were used, only blank copies were to be held in the book itself, with any local copies held in a secure file, accessible only by appropriate staff members.

All accidents, diseases and dangerous occurrences reported to us using the old 'accident book' system have been scanned and saved into our secure servers and will be retained by the Health and Safety Department for 40 years following the date of the incident, as many ill health conditions can take years to manifest themselves, and these reports can assist if a claim situation arises. All paper copies have been confidentially destroyed.

Local copies of accidents should only be held for 3 years and then confidentially destroyed; therefore, it is unlikely that any of these local copies will still exist. However, if this is the case, once those 3 years have been passed, all hard copies must be securely disposed of.

Further guidance:

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

Document version

Version number	Summary of change	Date and by whom
V1.0	Original	23/05/2019
V1.1	New web template and reviewed with no change	29/11/2022 C Schmid

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255