



Privacy Notice

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

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

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), the Control of Substances Hazardous to Health Regulations, 2002 (COSHH), Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Online form submission retention:

All accidents, confirmed occupational diseases and dangerous occurrences are retained by the Health, Safety and Wellbeing 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 must be destroyed 3 years following the date of the incident.

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

- Other professional members of the Health, Safety and Wellbeing 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.
- Trade Union Health and Safety Representatives for all RIDDOR incidents as well as individual incidents as requested for investigation purposes
- University Health, Safety and Wellbeing Committee members if requested and by completing a data protection declaration

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
- 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.

Occupational Health Service have published their own Privacy Notice as they hold medically confidential personal data, please see http://www.docs.csg.ed.ac.uk/Safety/general/gdpr/OHS_privacy_notice.pdf for more information.

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, Safety and Wellbeing 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, there should be no local copies at this time. If any local copies are still held, these must be confidentially destroyed immediately.

If you have any questions, please contact Candice Schmid, Deputy Director (Operational Management and Core Safety Advisory Services) or email Candice.Schmid@ed.ac.uk.

This Privacy Statement is continued at: [Continued Privacy Notice](#)

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
V1.2	Minor updates	13/10/2026 C Schmid

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