



Privacy Notice

Commercial Training Events – Health, Safety and Wellbeing Department

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

We will use your personal data to allow us to process your registration, communicate with you and obtain your feedback about the event. We are processing the information about you for these purposes because by registering for the training, you give your consent for us to do so. We will also contact you about future events you might be interested in if you have given your consent to this. You may opt out of this at any time.

In order to facilitate online bookings for our events, we use Epay - a third party service which is not operated by the University of Edinburgh. Details of Epay's privacy policy can be found at: [Epay Privacy Policy](#)

If you wish to attend an event organised by the Health, Safety and Wellbeing Department, but do not wish to use Epay, please email us at: safety.training@ed.ac.uk

If you have given us your permission, we will share your name, affiliation and contact details with the other participants in the delegate list.

We will also share information about you with legitimate third parties, for example, accreditation bodies for these courses.

We will hold the personal data you provided us for 40 years, as your training record may be required in an ill health related case in future. However, we will only disclose this information with your consent.

If you have agreed to be contacted about future events, we will hold your personal data for as long as you subscribe to these updates.

Financial data such as a payment record will be held for 7 years, but we will ensure that all information that can identify you directly is removed after 6 months.

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

If you have any questions, please contact the Health, Safety and Wellbeing Department at health.safety@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	15/05/2019
V1.1	New web template and reviewed with no change	29/11/2022 C Schmid
V1.2	Minor template 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