



## PRIVACY NOTICE

### Health and Safety Department

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

The information you provide will be used by the University to enable us to comply with the Health and Safety at Work Act 1974, and all Regulations enacted under that Act, as well as other applicable regulations under the management of the Health and Safety Department. Your personal data will be held securely by the Health and Safety Department and only used as stipulated by the applicable Acts and Regulations, as detailed below.

The University uses an external company to manage data held in the [Cardinus system](#). The University remains responsible for the information and will ensure it is kept securely.

We are using information about you as we have a legal obligation to comply with the Health and Safety at Work Act 1974, the Fire (Scotland) Act 2005 and Radioactive Substances Act 1993, and all Regulations and guidance made under those Acts.

This data will be used for the following purposes:

- Recording of training attendance
- Recording of conference attendance
- Recording of non-confidential occupational medical records, such as COSHH Health Record, radiation dose records etc.
- Recording of results of possible exposures to hazardous substances
- Recording and managing accidents or incidents you may be involved in
- Recording of facefit tests
- Creating and recording Personal Emergency Evacuation Plans (PEEPs)

Information about you will be shared with the following external agencies, if applicable, at their explicit request:

- 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

We will hold the personal data you provided us for as detailed in our [Retention Schedule](#).

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](http://www.docs.csg.ed.ac.uk/Safety/general/gdpr/OHS_privacy_notice.pdf) for more information.



# THE UNIVERSITY *of* EDINBURGH

## Health & Safety Department

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](mailto:Candice.Schmid@ed.ac.uk).

This Privacy Statement is continued at: [edin.ac/privacy](http://edin.ac/privacy)

### Document version

Version number	Summary of change	Date and by whom
V1.0	Original	26/03/2019
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](mailto:health.safety@ed.ac.uk) or call (0131) 651 4255