



Privacy Notice

Health, Safety and Wellbeing 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 remit of the Health, Safety and Wellbeing Department. Your personal data will be held securely by the Health, Safety and Wellbeing Department and only used as stipulated by the applicable Acts and Regulations, as detailed below. We also have a requirement to ensure that training data is held and shared as part of our agreement with [Public Services Delivery Scotland](#) to use their training resources.

The University uses an external company to manage data held in the [Cardinus system](#) as well as the [RiskBase 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 specific purposes, as well as more general work requirements as identified over time:

- Recording of training attendance
- Recording of conference attendance
- Recording of non-confidential occupational medical records, such as COSHH Health Record, radiation dose records etc.
 - See the OHS Privacy Notice or medically confidential data retention
- 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, regulatory requirements or due to information sharing agreements:

- Health and Safety Executive
- Scottish Environmental Protection Agency
- Other pertinent government agencies such as Department of Transport, Office of Nuclear Regulations etc.
- 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
- In the case of Fire Risk Assessments (FRAs), we require to share the reports with other occupiers in shared accommodation or with festival tenants as part of our cooperation and coordination duties as well as the Scottish Fire and Rescue Service during audits or other such visits

- Completion training data is shared with Public Services Delivery Scotland as a legitimate interest and is anonymised

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

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.

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.

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	26/03/2019
V1.1	New web template and reviewed with no change	29/11/2022 C Schmid
V1.2	Added more information around sharing of FRAs and other regulatory agencies we share data with	29/04/2024 C Schmid
V1.3	Minor updates on data sharing agencies	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