



PRIVACY NOTICE

Mailing lists – Health and Safety Department

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

The Health and Safety Department processes the personal data of our internal and external stakeholders, in order to deliver and improve the opportunities and services we provide in a personalised manner, to ensure each individual receives relevant information and to ensure we use resources in the most efficient and effective way. The information you provide will be used by the University to:

- Keep you up to date with news and progress regarding courses available from the Health and Safety Department
- Provide you with information on any services you have requested and the promotion of benefits and services
- Ensure we only communicate with you about events, opportunities, or services of interest to you

We are currently using information about you because you have previously given us consent to be added to our newsletter mailing list.

We will hold the personal data you provided us for 1 year. After this period we will send communication to you querying whether you wish to remain on our mailing list. Alternatively, you can opt out of the mailing list at any time.

We do not use profiling or automated decision-making processes. 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 and Safety Department at health.safety@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	15/05/2019
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