THE UNIVERSITY of EDINBURGH
Health, Safety & Wellbeing Department

University of Edinburgh Occupational Health Privacy Notice

The Staff Health, Disability and Wellbeing Service comprises three distinct services: Staff Disability, Staff Wellbeing, and Occupational Health.

The services operate through a shared mailbox and case management system, which are administered by the Business Support Team (HWB). All Business Support Team members are bound by strict confidentiality requirements and access information only as necessary to support service delivery.

Although the services utilise a shared management system, records and information relating to each service are maintained separately. Information provided to one service is not shared with the other services and is accessible only to authorised personnel within the relevant service.

This Privacy Notice tells you what to expect when you access the Occupational Health service at the University of Edinburgh. Other University Privacy Notices outline how data is used by the University in other situations. For the Occupational Health service, the University of Edinburgh is the Data Controller as defined in the UK GDPR 2018.

What information we can collect

- Personal identifiers: name, address, date of birth, National Insurance Number, contact details.
- Employment details: current and previous job roles.
- Protected characteristics: e.g., ethnicity, gender.
- Health information: medical history, assessments, health surveillance results.

Where information come from

We get your data from:

- The information you provide on the referral form, and during assessment(s);
- Your manager or supervisor and Human Resources;
- The University Pensions team in cases involving consideration of ill-health retirement;
- The University Health & Safety team;
- Health specialists/services that we may refer you to as part of our assessment process; and
- (If you agree to this) Your GP or other specialists from whom you have received treatment.

How we collect information

- Secure electronic submission via Opas G2.
- Health questionnaires and assessments (e.g., vision, skin checks).
- Direct communication (post, email, telephone, face-to-face).
- HR and management referrals.

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What data do we have?

Personal data including name, date of birth, gender, postal address, email address, telephone number and information about your past and present occupation/job roles and occupational exposure. Special category data including information about disability, ethnicity, and health information. We also collect details of your GP and/or medical specialists, if you choose to provide this information.

What is our legal basis for processing your data?

The UK GDPR requires us to have a legal basis to process your personal data. Our basis is that it is necessary for the performance of a contract (your employment contract), and to allow us to comply with our legal obligations. Special category data is protected more carefully by the UK GDPR 2018, so we are required to have an additional condition to be permitted to process this data. Our condition is that it is necessary for the purposes of occupational medicine and to comply with our obligations under employment law. As your OH records are classed as a "clinical record" we also have a legal and ethical duty (under Common Law and relevant health professional codes of conduct including the GMC Guidance on Confidentiality) not to disclose confidential medical information to third parties, including your manager or HR, without your informed consent, unless there is a grave risk of serious harm to others or the records are the subject of a court order. Please note that this consent is separate from data protection requirements and will not be our legal basis for processing your data.

Purposes include

- Ensuring your health and safety at work.
- Identifying reasonable adjustments.
- Supporting fitness-to-work decisions.
- Meeting employer obligations under health & safety and employment law.
- Research, audit, or statistics (always anonymised).

How long we keep your data

- Routine OH records: 6 years form last data input
- Parking assessments: 2 years form last date entry
- SAR: 6 years after completion
- Health surveillance records: retained for 40 years (HSE requirement).

How we store data

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- SAR: 6 years after completion
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Sharing your information

- Only shared with explicit consent, unless required by law or there is serious risk to life.
- Health surveillance outcomes may be shared with employer for statutory record-keeping.

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Your rights

- Access: request a copy of your OH record (free, within one month).
- Correction: request amendments if inaccurate.
- Withdraw consent at any time.
- Erasure: request deletion unless retention is legally required.

Professional & ethical standards

- Data handled in line with NMC/GMC codes, BMA guidance, and HSE requirements.

Contact us

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Document version

Version number	Summary of change	Date and by whom
V1.2	**Updated template**	**27 October 2026, H.Morse**

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

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