



PRIVACY NOTICE

Health and Safety Department - Staff Disability Advice Service

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

The Health and Safety Department is the Data Controller and the Data Processor. We are committed to protecting the rights of the individual, acknowledging that any personal data handled will be processed in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulations (GDPR) 2018.

What data will be collected?

The following data will be collected and held by the Staff Disability Advice Service:

- Basic Personal information (e.g. Name, Staff email address, phone number and staff ID)
- Characteristics (Preferred Pronouns)
- Present job title, School/Department and office location
- Disability and health information
- Reasonable adjustment information

Who will it be collected from?

- Employees
- Managers

How will it be collected?

- SharePoint Referral Form
- Email
- Phone
- Verbal (either by telephone or face to face)
- Workplace Adjustments Form

Why we need it?

The Staff Disability Advice Service needs this information to be able to provide specialist advice and information to staff and support line managers with the provision of advice on the potential adjustments for consideration in the workplace.

The completion of the referral form and Workplace Adjustments Form are optional. The Workplace Adjustments Form will serve as an optional record of adjustments, and to act as an aid to support you in discussing adjustments with others as you wish (e.g. a new line manager).



Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is 'Legitimate interests' whereby the capture and use of this data will help improve the working environment for disabled colleagues with regards to implementing the best practice management (and review) of reasonable adjustments. This will also empower colleagues to discuss their adjustments with others (as they so wish), particularly in circumstances where they have a new line manager who may be unfamiliar with their working arrangements.

For special category data (i.e. health) our legal basis for processing is (from the General Data Protection Regulations):

- Article 9(2)(b): processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment.
- Article 9 (2)(g): processing is necessary for reasons of substantial public interest on the basis of Union or Member State law e.g. the Equality Act 2010.

This data will be used for the following purposes:

- Processing a staff member's or line manager's referral through the SharePoint portal. The information will be used to create a case file for the referral, gain information about the employee's situation, communicate with individuals concerned and add updates when needed.
- Your Workplace Adjustments Form will be saved securely by: yourself (you can upload this to your People and Money record, only if you wish to do so), your Line Manger and The Staff Disability and Wellbeing Adviser. This will be used for future reference and the information may inform future review discussions (to check adjustments remain effective)
- If saved within your People and Money record, the form can be accessed in the system by yourself as and when you require to do so. You may choose to share details with relevant contacts (i.e. by sharing a copy out with the system) as you deem appropriate in order to support the discussion of your adjustments (e.g. with members of your immediate team if appropriate). Your Line Manager may also access the Workplace Adjustment Form from there.
- Data may also be used anonymously for research, audit or statistics purposes.

Who will your Information be will be shared with?

Information about you will not be shared with third parties without your consent unless required by law, or there is a serious risk to life. Information about you will be shared with the following internal work areas:

- Nominated Staff in the Health and Safety Department (for example Director of Health and Safety, Departmental Administrator, Occupational Hygiene and Projects Manager and Projects Administrator) for purposes of setting up the



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service and providing cover when the Staff Disability and Wellbeing Adviser is on leave.

- The Director of Health and Safety as line manager for the Staff Disability and Wellbeing Adviser may have access for purposes of supporting case management.
- The Workplace Adjustment Form, with consent, will be shared with your Line Manager for the purpose of accessing information about your reasonable adjustments
- Relevant sections of the Workplace Adjustments Form may be shared with any departments that are vital to the procurement/installation of any adjustments (e.g. notifying IT Services of recommended software in order to secure further support, Estates for specialist furniture or Fire Safety Unit for fire evacuation advice).
- Anonymised case reporting on the Staff Disability Advice Service shared with the Health and Safety Department, HR and Occupational Health.

How will your information be stored?

- The Staff Disability Advice Service will keep records digitally in a University managed SharePoint site, secured email account and secured department folder within the University IT System.

How long will your information be stored for?

- We will hold the personal data you provided us for 3 years from the date of last contact. It will then be permanently deleted.

Your Rights

- You have the right to see any information held about you by the Staff Disability Advice Service.
- You can access your Workplace Adjustments Form anytime through your record on People and Money, if you have saved it there.
- You have the right to withdraw consent at any time, for any reason. Please ensure you email StaffDisability@ed.ac.uk with this request.

If you have any questions, please contact The Staff Disability and Wellbeing Adviser in the first instance at StaffDisability@ed.ac.uk. The Data Steward for the Department is 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.

For reference: The University's [Privacy Information Notice for Staff](#)

If you require this document in an alternative format please contact The Staff Disability Advice Service by email StaffDisability@ed.ac.uk.



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Health & Safety Department

Document version

Version number	Summary of change	Date and by whom
V1.0	New	Naomi Waite 09/01/2023

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