

Privacy Notice for Safety and Environmental Protection Service

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the management of health and safety. *This privacy notice will explain how The University of Glasgow will process your personal data.*

Why we need it

We are collecting your basic personal data such as name, email address/contact details, staff number and, where relevant, details of accident, injury or training in order to meet the University's legal obligation to manage health and safety. We will only collect data that we need in order to provide and oversee this function.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is

- Legal obligation – Legal obligations are imposed on the University under the Health and Safety at Work etc. Act 1974 and its many subsidiary health and safety regulations. These include, but are not limited to, the Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.

The information provided may be shared with managers within relevant parts of the University to ensure effective management of health and safety within those units, and across the University. Information may be provided to University committees or groups involved in the management, or monitoring, of health and safety. Information may be shared with enforcement agencies, where we are required to do so, and with insurers in relation to any civil legal claim that may arise.

The information we collect is used only to fulfil our health and safety management functions of the University, as indicated above. No information is used for any marketing purposes.

Personal information will only be provided to Trade Union Safety Representatives with the specific written consent of the data subject.

Where safety training is provided by third parties, basic details such as name, staff number, department, course attendance dates and assessment results may be shared with the training provider for the purposes of course administration.

How long do we keep it for

Your data will be retained by the University in accordance with SEPS data retention policy.

We anonymise data on accidents and incidents after 5 years, unless they involve exposure to substances with longer-term potential for harm e.g. asbestos. We retain data on such incidents for 40 years.

Records of staff health and safety training will normally remain on individual staff records for the duration of the member of staff's service with the University to allow us to demonstrate that the University has met its legal obligations by providing appropriate health and safety training.

After this time, data will be securely deleted.

What are your rights?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability. As we are obliged to collect and process data to meet our legal obligations you may have limited right to have records amended or erased.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

**Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.*

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>