

Health, Safety and Environment General Activities Data Protection Statement

Summary

1. Aberystwyth University is a data controller under the Data Protection Act 1998 (DPA) and also under further data protection legislation due to be implemented in 2018.
2. The University's nominated representative is the:
Vice-Chancellor's Office
Aberystwyth University
Visualisation Centre
Penglais Campus
Aberystwyth
Ceredigion
SY23 3BF
3. The Health, Safety and Environment Team needs to receive and, from time to time, process personal information regarding individuals so that it can assist Institutes and Professional Service Departments in providing suitable working and learning environments for their staff and students, in accordance with the applicable legislation e.g. Health and Safety at Work etc. Act 1974. As a result, the lawful basis for processing this data for members of staff and students is as a legal obligation.
4. The type of information and/or processes that this will involve may include, but may not be limited to risk assessments and occupational health and medical information as part of the assessment and control process.
5. The information collected for this purpose is not always defined as sensitive under the GDPR, however depending on the particular circumstances of the query, the disclosing of sensitive information may be necessary.

Details

6. The personal data of individuals may be required to assist with the provision of guidance relating to an individual's particular circumstances. This will be provided by the individual and/or their Institute/Department and may include details such as name, department, contact details and medical details. The provision of this information will be necessary to allow the University to exercise its legal duty of care for the health, safety and welfare of all staff, students and visitors, in accordance with all applicable legislation.
7. The type of documents processed which may contain sensitive information may include, but may not be limited to:
 - Risk Assessments including medical information;
 - New or Expectant Mothers' Risk Assessments;
 - Personal Emergency Evacuation Plans;
 - Employee occupational health monitoring and records;

- Display Screen Equipment Assessments.
8. On occasion, information will need to be shared with the individual's Institute or Department, for example for the procurement of additional equipment and/or to facilitate changes to the individual's work activities. In such instances, the verbal consent of the individual may be required.
 9. Data will be stored securely on the University's servers. The period of retention will vary depending on the nature of the information, and in accordance with the University's retention policy.
 10. The Health, Safety and Environment Team will, in some circumstances, disclose some of the information provided to third parties. This will include the Health and Safety Executive (HSE), when the incident results in certain serious workplace accidents, occupational diseases and specified dangerous occurrences, as stipulated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
 11. Information may also, on occasion, be shared with the University's Insurers and/or legal representatives in instances where litigation due to personal injury or occupational diseases may be forthcoming. Personal data for this purpose is not shared with organisations outside the European Economic Area (EEA).

Further Information

12. As a data subject, you have a range of rights in relation to the data that the University holds about you. Further information is available at:
<https://www.aber.ac.uk/en/infocompliance/policies/dp/data-subject-rights/>
13. For any further queries in relation to the above, please contact the Data Protection and Copyright Manager, Dr Jonathan Davies, at infocompliance@aber.ac.uk.