

# Health and Safety Service Privacy Notice

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## A. Introduction

The purpose of this notice is to inform clients of the University Health and Safety Service about how the University collects, uses and shares their personal data, and their rights in relation to the personal data we hold when using the Health and Safety Service. This notice is available on the University website.

## B. Who is processing personal data

Leeds Trinity University determines why and how your personal data is used and is considered to be the data controller of the personal data. This places legal obligations on the University.

The University is registered with the Information Commissioner’s Office as a data controller under the reference Z4817023.

## C. What personal data do we process

Leeds Trinity University processes personal data that is necessary for us to administer and deliver health and safety services to you.

This includes for Staff

- Name (first and last)
- Gender
- Date of birth
- Mobile and home telephone numbers
- Home addresses
- Email addresses
- Basic factual notes about the accident or incident you have been involved in
- Basic factual notes about the situation you disclose as part of a DSE, Pregnancy, Personal Emergency Egress Plan, Stress or Reasonable Adjustment Assessment

This includes for Students

- Name (first and last)
- Gender
- Date of birth
- Mobile, home and term-time telephone numbers
- Term time and home addresses
- Term time and home email addresses
- Basic factual notes about the accident or incident you have been involved in
- Basic factual notes about the situation you disclose as part of a, Pregnancy, Personal Emergency Egress Plan Assessment.

This includes for Visitors and Contractors

- Name (first and last)
- Gender
- Date of birth
- Mobile and home telephone numbers
- Home addresses
- Email addresses
- Basic factual notes about the accident or incident you have been involved in.

#### **Special category data**

We may also process “special category data” (where applicable) which includes information about, whether you are disabled and if so, the nature of your disability your physical or mental health.

## **D. The legal basis for processing your personal and special category data**

### **(i) Contract**

The University collects and processes personal information that is necessary to provide the required services to you and also to meet its legal and statutory obligations in delivering our duty of care under Health and Safety Legislation.

### **(ii) Legitimate interests**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- providing a safe and healthy work environment, ensuring the wellbeing of staff
- minimising the risk to the public as well as the delivery and continuation of operations
- verifying the accuracy of data that we hold
- analysis of data to evaluate performance throughout the University
- assisting investigations carried out by relevant authorities
- dealing with complaints

### **(iii) Legal obligation**

We may also process your personal data for our compliance with legal obligations.

- provision of personal and special category data to regulatory bodies where the University is legally required, in order to fulfil statutory obligations assisting with investigations (including criminal investigations) carried out by the police and other competent authorities
- complying with court or other competent authority orders
- compliance with relevant national Health & Safety legislation

#### **(iv) Vital interest**

The University will only rely on vital interests as a lawful basis for processing your personal data where it is necessary to protect someone's life.

#### **(v) Consent**

The University will use consent as a lawful basis for some processing. Where we do so we **always** provide you with the choice as to whether or not to opt in to such processing.

### **E. What we use personal and sensitive data for**

Leeds Trinity University processes your personal and special category data for the following reasons:

- the provision and administration of health and safety services
- promoting the health safety and well-being of all staff, students, visitors and contractors
- to meet the legal and statutory obligations of the University
- assisting investigations carried out by relevant authorities
- dealing with complaints

### **F. Automated decision making**

The University does not make any automated decisions about you using your personal data.

### **G. Who we share your personal data with**

Your data will be shared internally within the University only with staff and departments that require the use of the data in order to administer and provide University services to you. Staff within Health and Safety and People and Culture will have access to your data.

Data including your personal and special category data will be shared externally where the University has a legitimate need to do so in fulfilling the contract with you or has a legal obligation to provide data. The following list provides examples of the most common occasions on which it may be necessary to share your data.

- Enforcement agencies or authorities for example such as the HSE for legally required reporting
- Enforcement authorities, to ensure we fulfil our legal obligations in relation to investigations

### **H. Changes to your personal data**

It is your responsibility to notify the University as soon as possible if any of the data held about you is incorrect or needs to be updated. The University provides a facility for staff to check and update their personal details through the MyView system.

### **I. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your personal data?**

The University will retain personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule details of which are available [here](#).

## **K. How you can access personal information the University holds about you and other rights you have**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

### **2. Right of access**

You have a right of access to your own personal data held by the University. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

### **3. The right to rectification**

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete. This can be done through MyView or by contacting Health and Safety at: [healthandsafety@leedstrinity.ac.uk](mailto:healthandsafety@leedstrinity.ac.uk).

### **4. The right to erasure**

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased.

### **5. The rights to restrict processing and to object to processing**

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

### **6. The right to object to processing**

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

### **7. Rights to data portability**

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

#### **Note:**

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## L. Contact us

If you have any queries about this privacy notice or how we process your personal data you can contact us at: [healthandsafety@leedstrinity.ac.uk](mailto:healthandsafety@leedstrinity.ac.uk).

If you are not satisfied with how we are processing your personal data please contact us. You can also report a concern about how your information has been handled to the Information Commissioner - <https://ico.org.uk/concerns/handling/>.

## M. Questions or concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer. If you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, please contact the University's Data Protection Officer at [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk) or write to

Data Protection Officer  
Leeds Trinity University  
Horsforth

Leeds  
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling/>.

## N. Evaluation and Review

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in April 2025.