PRIVACY STATEMENT

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

The information you provide will be used by the University to...

1. To provide you with support
   • Any information given by you or other (such as manager referrals or copies of external reports) are kept digitally in a secure and restricted access folder. Reports will be sent upon receipt of written informed consent.

2. Monitor equal opportunities
   • Enable the University to comply with mandatory reporting requirements on anonymised disclosure rates of disability using the Higher Education Statistical Agency (HESA) classification system. The information is added to your HR file by select members of the HR Systems team who have to comply with strict confidentiality requirements. The information is that given on your HESA form.

3. Strategic planning and evaluation of the staff disability service
   • This will include asking for anonymous feedback.

We are using information about you because...

• You have given us consent.

• We will not share your data with any third party unless there is a legal obligation to do so.

We will hold the personal data you provided us for ....

The data will be held for 5 years from the date we are informed of your departure from the University.

If you have any questions, please contact...

Staff Disability Officer, UHRS:
Email: Jean.Tennant@ed.ac.uk
Staff Disability Webpage:
http://www.ed.ac.uk/equality-diversity/help-advice/staff-disability-service
Data controller and contact details

For data collected under this privacy notice, the University of Edinburgh (the "University") is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner’s Office, Registration Number Z6426984. You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at http://www.ed.ac.uk/records-management/data-protection/data-protection-policy

Mandatory data sharing

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Transfers outside the EEA

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.

Your rights

You have the right to request access to, copies of and rectification or erasure of personal data held by the University and can request that we restrict processing or object to processing as well as the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email your local contact.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email your local contact, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

Complaints

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner’s Office at casework@ico.org.uk but we ask that you raise the issue with our Data Protection Officer first.