

Health, Safety and Environment Training Records 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 process personal information regarding training delegates so that it can:
 - Monitor attendance;
 - Record training course completion;
 - Issue training certificates.
4. The information normally collected for this purpose is not defined as sensitive under the GDPR.
5. The Health and Safety at Work etc. Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees. As a result, the lawful basis for processing this data for members of staff is as a legal obligation. This ensures that the University is able to continually improve its health and safety management system, and thus meet its legal responsibilities in respect of the Health and Safety at Work etc. Act 1974.
6. For student delegates, to ensure a lawful basis for recording and processing this data, the individual must provide their consent. Consent can be given by reserving a place on and attending any Health, Safety and Environment Training Course.

Details

7. The personal data of delegates is information collected during the individual's registration and booking for each particular training course organised. This will include details such as name, department, University email address, telephone number, and address. The personal data will be used to:
 - Allow registration and enrolment on Health, Safety and Environment Training Courses;

- Record course attendance and completion on the University's Aberystwyth Student Records and Admissions System (AStRA);
 - Issue personalised certificates to delegates following successful completion of each course.
8. Personal data will be held for the duration of the delegate's employment and/or period of study with the University. This will include attendance records, evaluation sheets and training slides from each course. Assessment papers undertaken during each course will be retained for a period of twelve months following the completion of the course, following which they will be appropriately destroyed.
 9. Delegate information will be held securely within the Health, Safety and Environment Team, but may, on occasion, be made available to relevant third parties. In the event of an incident resulting in personal injury and/or occupational ill-health, data may be shared with enforcement agencies such as the Health and Safety Executive (HSE) and 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).
 10. Information will only be shared with third parties when training courses have been provided by the University which have been accredited by an external body e.g. Institution of Occupational Safety and Health (IOSH), or provided by an external training provider. This data sharing will involve the provision of the delegate's name for the purpose of its inclusion on delegates' training certificates.
 11. By registering for each course, the delegate consents to the use of their personal information for the above purposes.

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.