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### **Privacy Notice - COVID-19 Individual occupational Risk Assessment**

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [dataprotectionofficer@uhi.ac.uk](mailto:dataprotectionofficer@uhi.ac.uk)

#### **This privacy statement relates to the following process:**

COVID-19 Individual occupational Risk Assessment
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#### **Your information will be used for the following purposes:**

Your information will be used to assess the specific risk to you of COVID-19 in an occupational context. This risk assessment is being undertaken to make sure you only undertake a placement where it is considered safe for you, and others, to do so.

The risk assessment is designed to consider both the risk of catching COVID-19 and the risk that COVID-19 would pose to you given your individual circumstances. The risk assessment will consider these risks and you will be asked to work with your Placement Coordinator to design a course of appropriate action regarding your working duties and protective measures tailored to your circumstances.

You will be asked to undertake one part of the Scottish Government's COVID-19 Occupational Risk Assessment and provide UHI with your COVID risk category (Not your 'COVID age' or any health conditions or other health data).

References on this document to 'employee' and 'manager' have been replaced with placement student and placement provider.

Your risk factor will be considered against the controls measures in place at placement provider premises and the nature of your work. UHI may decide that your personal risk is too high and not allow you to undertake a placement at this time. UHI may decide that your personal risk is low enough that it may be possible to reduce the risks to a level acceptable to you and UHI. If this is the case, you will be invited to discuss the nature of your placement and the risk-mitigation measures in place at your placement provider premises to decide whether the protections are sufficient for you and the organisation.

The data about you collected and processed during this process includes:

- Your COVID risk level (Very High, High, Medium or Low) – this will **not** include any information about any health conditions, age or other individual factors, do not provide these to your placement coordinator.
- Your name, job role, placement location, nature of your placement work
- Your thoughts and suggestions about the risk-mitigation measures in place at your placement provider, including any requests for additional, or altered risk mitigation measures.

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**Our legal reason for using the data is:**

- Use is necessary for UHI to comply with its legal obligations under various health and safety laws and its duty of care. These laws include the Health and Safety at Work Act 1974.

**The data being used includes special category (sensitive) data:**

Your COVID risk category based on the Scottish Government's COVID-19 risk assessment process.

This category will not reveal any identifiable information about medical conditions or other personal health characteristics.

**We use this sensitive data under the following legal condition(s):**

- Use is necessary for carrying out obligations under employment law, those being UHI's obligations under various health and safety laws and its duty of care. These laws include the Health and Safety at Work Act 1974
- Use is necessary for the purposes of preventative or occupational medicine

**If you were to withhold the personal information we require for this process, the consequences would be:**

If you do not provide the required data UHI will not be able to complete a risk assessment for you and you will not be able to undertake a placement.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

**If you are low risk:**

If you are low risk:

- Your COVID risk level will be shared with your placement provider for the purposes of conducting the individual risk assessment process.
- Once your individual risk assessment process is complete, it will be stored in your placement file.

If you request additional, or altered, risk mitigation measures, these requests or suggestions will be passed to your Placement Provider for consideration and, if approved, arrangement, as part of the risk assessment process.

If you are very high risk, high risk or moderate risk with clinical teaching responsibilities your data will be shared as follows:

- Your COVID risk level will be shared with your placement coordinator for the purposes of conducting the individual risk assessment process.

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- Once your individual risk assessment process is complete, it will be stored in your placement file.
- If you request additional, or altered, risk mitigation measures, these requests or suggestions will be passed to your placement provider for consideration and, if approved, arrangement, as part of the risk assessment process.

Your data will be retained for the following length of time:

UHI Placement assessment form: superseded + 5 years

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.