Loughborough University

# Radiation Worker Record Form

## Personal

| | | | |
|---|---|---|---|
| Surname | | Gender | Female |
| Forname(s) | | | |
| Address | | | |

## Healthcare

| | |
|---|---|
| Are you a non UK national? | |

| | |
|---|---|
| Name of GP | |
| Surgery address | |

## University

| | | | |
|---|---|---|---|
| Department | | School | |
| Academic Supervisor | | Status | Visitor |
| Contact number | | e-mail | |
| Start date | | Finish date | |

### Proposed Radiation Work

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| X-Rays | | Sealed Sources | | Unsealed Sources | | Neutrons | |

| | |
|---|---|
| Will you be using ionising radiation at other institutions? | Yes |
| Host institution | |
| Have you previously received any ionising radiation awareness training? | Yes |
| Details of training received | |

### Radiation History (previous radiation workers only)

| | |
|---|---|
| Last place of employment where you used ionising radiation | |
| Address 2 | |
| Company Radiological Protection Supervisor (RPS) | |
| Period in receipt of dosimetry | |
| Were you a classified worker? | No |

### Approval

| Academic Supervisor | Radiological Protection Supervisor | Radiological Protection Officer |
|---|---|---|
| | | |

| | | | |
|---|---|---|---|
| Is personel dosimetry required? | Yes | Date dosimetry required from | |

Note: Persons are not permitted to work with ionising radiation unless they are in receipt of personal dosimetry where required, are conversant with the Local Rules for the safe use of radiation and have the written permission of the University Radiation Protection Officer. Furthermore, it is a requirement that persons attend appropriate radiation awareness/ refresher training as directed.

## Privacy Policy

LOUGHBOROUGH UNIVERSITY

PRIVACY NOTICE – Radiation Workers

Here at Loughborough University we take the protection of your data and your privacy seriously and this part of our website provides information on what personal data we collect; how and why we collect it; how we store it and for how long we keep it. This Notice will also explain how we look after your data and protect your rights in accordance with the relevant data protection legislation.

Further information and guidance on the University's approach to personal information can be found at the University's Information Governance webpages at http://www.lboro.ac.uk/services/registry/information-governance/ .

Radiation Workers

What personal information do we hold about you?
Name, address and GP details

Why do we collect your information?
For provision of dosimetry and radiation exposure

Who has access to your data at the University?
RPO

Who do we share your data with outside the University?
Approved dosimetry service

How long do we keep your information?
40 years

General
Loughborough University does not sell your data to third parties or other organisations.

From time to time, Loughborough University will use your personal data to conduct analysis that will provide useful information.

Who can I contact?

If you have a general question about how related data is used, please do contact us. You can contact J.M.Turner@lboro.ac.uk . Please also contact this email if you have a concern or complaint about how your data is being handled.

If you have any questions more generally regarding Data Protection at the University, then please do contact the Data Protection Officer on dp@lboro.ac.uk or write to The Data Protection Officer at Academic Registry, Loughborough University, Loughborough, Leics, UK LE11 3TU.

You may find additional useful information and the answer to your query on our Information Governance webpages at http://www.lboro.ac.uk/services/registry/information-governance/

Complaints about Data Protection
If you have taken steps to have a concern or complaint about Loughborough University's handling of data resolved but are still not satisfied you have a right to lodge a complaint with the Information Commissioner's Office (ico), who are the relevant regulator for data privacy and protection matters. The ico can be contacted at Wycliffe House, Water Lane, Wilmslow, SK9 5AF and your will find more information at https://ico.org.uk.

Updates to this policy
This section was last updated in <insert date> . It is reviewed as necessary. If there are significant changes in the processing of your personal data which will impact you, we will act to inform your directly

Description of the fields on the Privacy Form:
This is not part of the Notice, but are description notes for helping to draft the form.

(i)This is the process or data group for which the policy has been written, eg ‘Physiotherapy Clients’; ‘Members of the X Research Interest Group’.

(ii) This identifies the University as the Data Controller – which is a key definition under the GDPR legislation (see here). There may be occasions when the University is a joint controller with someone else, in those instances it is important in the Privacy Notice to state this.

(iii)This relates to a set of individuals (data subjects as defined by the data protection legislation) and this section is designed to be repeated if you have more than one set of individuals; equally it is recognised that there may only be one group. In the example of Physiotherapy clients, there may be a section for ‘Current Clients’ and one for ‘Former Clients’; whilst in the Research Interest Group example, it may just be one section for members.

(iv) Describe the range of data held and identify if that data has been provided by a third party.

(v)This section serves several key purposes, to:

1. describe in everyday or general terms why we have the data;
2. cite the lawful basis/bases for holding the data (see here); if the legal basis is ‘legitimate interests’, there should be a description of what that interest is for the University. If the legal basis is ‘consent’, the fact that consent can be withdrawn at any time should be included.
3. highlight if the data is collected for a statutory or contractual requirement;
4. set out whether the data provision is voluntary or mandatory and any consequences for failing to provide the data.
5. Set out the rights of individuals (see here ).

If the processing involves any automated decision making, including profiling, the logic and consequences of that processing should be included here.

(vi) Describe in broad terms, eg, access to your data will be limited to the physiotherapy team, or your data will be shared widely amongst the medical team.

(vii) This should include the categories of any recipients for the personal data and draw attention to any international sharing of data. If there is no sharing outside the University, it is worth leaving the section in and noting that specifically.

(viii) Set out the period for which the data will be retained, or if that is not possible, the criteria used to determine that period.

(ix) Same as i.

(x) It is acceptable to use titles or group emails.

(xi) Use Month and Year.