

c) SENIOR LINE MANAGERS (e.g. Pro Vice-Chancellors, Deputy Vice-Chancellor)

May also request from HR or HSS sickness absence records for members of staff within Colleges and Service Departments which report to them¹.

d) COMMITTEES AND TASK GROUPS

Committees and Task Groups may request from HR or HSS statistical (non-personal) information on sickness absence rates, broad causation categories and trends.

e) HUMAN RESOURCES AND HEALTH AND SAFETY SERVICES

As part of their role in supporting staff, both HR and HSS authorised personnel may access sickness absence information. Personalised information should only be provided to those authorised to receive it, as outlined above.

Information pertaining to non-personal (anonymous) information and data, trending, etc. is not restricted and can be freely shared, as appropriate.