RADIATION REGISTRATION FORM

Title ____________________________ First Name(s) ____________________________

Surname ____________________________ Maiden Name (if prior reg) ____________________________

Date of Birth ____________________________ Gender ________ Staff/Student No ____________

School/College/Institute ____________________________ Room No ____________

Building ____________________________ Status (Staff/Student/Visitor etc) ____________________________

Nature of Hazard from Ionising Radiation: tick appropriate hazard(s)

☐ linear accelerators at other establishments
☐ unsealed soft beta emitters e.g. H-3, C-14, S-35
☐ unsealed radioisotopes other than the above
☐ sealed radioactive sources
☐ diagnostic X-rays
☐ X-ray crystallography/X-ray fluorescence analysis
☐ other radiation hazards (give details) _______________________________________________

If you will be manipulating unsealed radioisotopes with activity exceeding the handling limit shown, tick the appropriate box:-

<table>
<thead>
<tr>
<th>Radioisotope</th>
<th>$^3$H</th>
<th>$^{14}$C</th>
<th>$^{35}$S</th>
<th>$^{32}$P</th>
<th>$^{36}$Cl</th>
<th>$^{45}$Ca</th>
<th>$^{51}$Cr</th>
<th>$^{125}$I</th>
<th>$^{131}$I</th>
<th>Other gamma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handing Limit (MBq)</td>
<td>500</td>
<td>50</td>
<td>50</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>50</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Limit Exceeded (✓)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Have you ever been registered as a radiation worker before? YES/NO

If the answer is YES, you will be sent a form to sign authorising the release of your previous radiation dose record to the University Radiation Protection Service so that your radiation history can be recorded and maintained.

Have you ever attended a formal course in radiation protection and the techniques involved in their safe handling of radioisotopes? YES/NO

If YES, give brief details of the course:-

Worker REQUIRES/DOES NOT REQUIRE a dosimeter

Declaration to be signed by intending radiation worker:-

I have read and understood the notes overleaf and the rules applicable to my type of work laid down in the "Local Rules" and will abide by them. Please sign and return this registration form to the RPS together with a signed copy of the relevant Privacy Notice.

Signed: ___________________________________ Date: ____________________________

The University of Glasgow, Charity No SC004401 Unique reference no. ____________________________
REGISTRATION OF RADIATION WORKERS

The requirement of the Ionising Radiations Regulations 2017 (IRR17) is that a radiation employer must register all persons involved with ionising radiation and, where appropriate, issue a suitable dosimeter from an HSE approved dosimetry service (ADS).

The HSE has indicated that details uniquely identifying an individual be kept on record by the ADS. This data should include the name, date of birth, national insurance number (where appropriate) and the received lifetime dose of each individual. The records should be kept for a period of 50 years or until an individual reaches the age of 70*.

The employer shall designate as "classified" persons those of his employees who are likely to receive an effective dose in excess of 6 mSv per year or an equivalent dose which exceeds three-tenths of any relevant dose limit (20 mSv) and shall inform those employees that they have been so designated. A worker may also be 'classified' if there is a possibility of an internal intake (eg those handling animals).

Workers using unsealed radioactive materials are "classified" or 'unclassified'. It is not usual to classify a worker who uses beta emitters only and who may, on rare occasions, exceed the handling limits. Unclassified workers who enter a radiation dispensary must work under a system of work specifically written for their experiment.

Workers using only soft betas (³H,¹⁴C or ³⁵S) are not required to wear a dosimeter, however, should they enter areas where higher energy radiation is used, they will be offered a dosimeter to record any external dosage.

IRR17 require the University to make and set down in writing such local rules as are appropriate to the radiation risk and the nature of the operations undertaken in that area. These local rules will ensure that all exposure to ionising radiation is "as low as reasonably practicable." The Radiation Protection Service Notes (note 8) should be read in conjunction with the relevant radiation local rules prior to signing this form.

The annual effective dose for any employee of 18 years of age or above is 20 mSv in any calendar year but for women of reproductive capacity, the limit on equivalent dose for the abdomen shall be 13 mSv in any consecutive period of three months.

It is a recommendation of IRR17 that a worker who is pregnant should inform the RPS in writing. Steps will be taken to ensure that doses are kept to a minimum, ie < 1 mSv over the term of the pregnancy and in relation to an employee who is breastfeeding, the conditions of exposure are restricted so as to prevent significant bodily contamination of that employee.

Once this registration form is fully completed, you should sign the declaration at the foot and return it to your Radiation Protection Supervisor along with the relevant signed Privacy Notice

J M Gray
University Radiation Protection Adviser
August 2018

*By signing this form you consent to sharing some of your details with an outside ADS. If you object to this please contact the RPS for further advice. See relevant Privacy Notice.
Privacy Notice for Radiation Registration Form – Unclassified Radiation Worker

Your Personal Data

The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to registration as an Unclassified Radiation Worker. This privacy notice will explain how the University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data such as:

- Name
- Date of Birth
- Gender
- Place of work within the University
- University employment status (staff, student etc)
- Staff or Student number

in order to ensure you can be uniquely identified as a radiation worker and any radiation dose received throughout your time at the University is correctly assigned to you and no other. We will only collect data that we need in order to provide and oversee this service to you.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is:

Contract – Failure to provide the requested details will result in us being unable to provide a dosimeter badge for routine monitoring.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. Only your name, date of birth and gender is shared with our Approved Dosimetry Service (ADS) currently Landauer.

In addition,

The ADS (Landauer) supplies radiation dose reports on individuals to the Radiation Protection Service (Glasgow University) via a secure, encrypted web portal. This information is partially anonymised in that only the name and a reference number is reported. This record is sent to your local Radiation Protection Supervisor and is available for you to see.
How long do we keep it?

Your data will be retained by the University for 5 years after you have left the employment of Glasgow University (or you have indicated that you are no longer a radiation worker). After this time, data will be securely deleted (required under IRR 17).

What are your rights?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. If you object to the processing or sharing of your data with our partners, you will not receive a dosimeter badge.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/

I have read and understand how my personal data will be used.

Signed: ………………………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………………………