

Privacy Notice

Edinburgh Napier University provides this information to explain how we use your personal data. Protecting your personal data is important to us and we only collect and process data which is necessary for us to provide the information, services and goods you require. This is in compliance with UK data protection legislation (“the legislation”), that is, the UK Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation: EU 2016-679 (“GDPR”) as amended by “EU Exit” Regulations 2019 and now known as the UK GDPR.

Name of Process: Provision of a booking system for students to book meetings with University colleagues.

*Data Controller	Edinburgh Napier University
*Purposes for collection/processing	<p>The purpose of the processing is meeting bookings. The University provides a booking system for students to book a meeting with a relevant member of staff e.g. PDT, Module Leader, etc., along with the ability for certain areas to e.g. HR Recruitment, to allow external individuals to book meetings with relevant colleagues.</p> <p>The University uses the 3rd party Microsoft Bookings as a “Data Processor” to manage and facilitate bookings. You can find more information on Microsoft’s Privacy policy via the link below: https://privacy.microsoft.com/en-gb/privacystatement</p>
*Legal basis	<p>The legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instruments: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship”, “to do anything incidental ... to the furtherance of the objects of the University” and the administration and support thereof.</p>
Whose information is being collected	<p>Edinburgh Napier students, staff and associate staff.</p> <p>Selected external individuals e.g. colleague recruitment applicants.</p>
What type/classes/fields of information are collected	<p>Name, contact details, online identifiers automatically collected by Microsoft.</p> <p>Where relevant, matriculation and staff numbers, module and course details, etc.</p>

Who is the information being collected from	From you, through your University provided Microsoft account when you access the system or following on from a recruitment application or other enquiry.
How is the information being collected	Your information is collected from the University's existing student and staff databases e.g. Microsoft Active Directory which you are signed up to on joining the University in order to provide you with a Microsoft account, email, etc.. For external individuals – we will use the information provided directly by yourself.
*Who is personal data shared with internally and externally	Your information is stored securely by our 3rd party Microsoft. You can find more information via the links below: https://privacy.microsoft.com/en-gb/privacystatement You can manage your data privacy My Account - Settings & Privacy (microsoft.com)
Who keeps the information updated	N/A for the purposes of making a booking. If you need to update your personal data you can do so through SITS eVision / Student Portal for students and HRConnect for staff.
*How long is the information kept for	Currently, the information persists indefinitely, however, as the system develops this will be reviewed as appropriate.
*Will the data be used for any automated decision making	No
*Is information transferred to a third country outside the UK?	No
<p>*This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data. You can access all the University's privacy notices using the following link: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</p> <p>*You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p>	