

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:

*Data Controller	Edinburgh Napier University
*Purposes for collection/processing	<p>For the purposes of evaluating the student experience, each trimester students are invited to complete a module evaluation survey for each of their modules. The module evaluation survey:</p> <ol style="list-style-type: none">1. Provides an institutional approach to listening and responding to student voice.2. Provides detailed and actionable feedback at module level. <p>The information provided by students in the survey is confidential unless students identify themselves in the free-text comments. Individual students can only be identified where a breach of student conduct has occurred due to a student making derogatory and unprofessional comments about other students or staff members. This is subject to the completion of the process identified in the Module Evaluation Survey Confidentiality Policy.</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> <p>The University is not asking or expecting to collect any special category personal data via these surveys.</p>
Whose information is being collected	Students and Staff

<p>What type/classes/fields of information are collected</p>	<p><input type="checkbox"/> Personal details, including name and contact details.</p> <p><input type="checkbox"/> Personal details issued as an identifier by a public authority, including student / staff numbers.</p> <p><input type="checkbox"/> Education and training details, including your opinions with regards to your modules.</p>
<p>Who is the information being collected from</p>	<p>Edinburgh Napier's student record system (SITs).</p>
<p>How is the information being collected</p>	<p>The eligible participant data is collected from the student record system (SITs), student matriculation number is the only piece of personal data which is collected as part of the survey process from a student perspective. Name, email address and staff number are collected for all module leaders with modules eligible to be evaluated during the trimester, this is also collected from SITs. Survey responses are collected using an online survey tool. EvaSys is the survey software provider.</p>
<p>*Who is personal data shared with internally and externally</p>	<p>The University "Market & Student Intelligence" team and other staff as required, should it be necessary to action the process to identify a student.</p> <p>EvaSys are the external system provider.</p> <p>Survey data is held securely within the EvaSys survey software. Anonymised results are shared with the module leader on modules which have been evaluated and results, excluding the verbatim comments, are available on Cognos via a dashboard available to all staff.</p> <p>All reporting of results for the module evaluation survey is on a fully anonymous basis.</p>
<p>Who keeps the information updated</p>	<p>Student and staff details are taken directly from the student record system (SITs). Staff and Students are required to keep their own personal data up-to-date using HRConnect or the Student Portal (eVision) as necessary.</p>
<p>*How long is the information kept for</p>	<p>Information will be held for 3 years + 1 in line with the Planning and Business Intelligence retention schedule.</p>
<p>*Will the data be used for any automated decision making</p>	<p>No</p>
<p>*Is information transferred to a third country outside the UK?</p>	<p>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>

*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>