

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: **SHSC Student Peer Support Initiative for 1<sup>st</sup> Year Student Placements**

*Data Controller	Edinburgh Napier University
*Purposes for collection/processing	2 <sup>nd</sup> /3 <sup>rd</sup> Year Nursing Student Peer Support personnel (current students) conducting phone calls to first year Nursing students during their second week of their first placement. Callers will ‘check in’ with first years around how they are doing and if there are any support requirements.
*Legal basis	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 <a href="#">Statutory Instruments</a> : “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. There is no intention to collect special category personal data
Whose information is being collected	Students
What type/classes/fields of information are collected	X Personal details, including; name, student number, University provided email address and personal phone number. X Family, lifestyle and social circumstances, where this is relevant and the information offered by the student in the course of discussions. X Education and training details, including Programme/Field of Nursing and placement location.
Who is the information being collected from	Name and contact information is collected from existing University systems e.g. SITS and information about the placement experience is collected directly from First year Nursing Students

How is the information being collected	Over the telephone
*Who is personal data shared with internally and externally	Shared internally with the School of Health and Social Care Student Experience Team
Who keeps the information updated	Student caller and Student Experience Team
*How long is the information kept for	12 calendar months
*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:  <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</a></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: <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</a></p>	