

Fair Processing Notice - Student ID Cards

Edinburgh Napier University (the University) is providing you with this information in order for us to comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2016, which require us to tell you what we do with your personal information.

Who is collecting the information?

A – Edinburgh Napier University as the “Data Controller”.

Who are we sharing your Personal Data with?

A – Burrall Infosmart Ltd as a “Data Processor”. Burrall Infosmart Ltd produce and distribute Edinburgh Napier University student identity cards. Cards are posted directly to students based in the UK or distributed to students overseas through the University’s International Programmes office.

Why are we collecting it/what we are doing with it (purposes)?

A – We collect your personal data as part of your admission into the University and, in this case, specifically in order to provide you with a student card. We send your data to the Data Processor in order for them to print your Edinburgh Napier University student card and send it to you.

What is the legal basis for processing?

GDPR Article 6 (e) – performance of the University’s official authority as vested in the Data Controller by Scottish Statutory Instruments 2007 No. 160

How are we collecting this information?

A – The information being submitted is collected from the University’s student record system.

What information are we collecting?

A – Student name, matriculation number, photo, library bar code, course expiry date and term time address details.

Who can see your information within the University?

A – Controlled users of the student record system and access control systems and authorised Information Service staff who maintain the data interfaces between systems.

How long is your information kept?

A – Once your card is printed, your information will be deleted by the Data Processor within 48 hours. Internal retention periods are detailed in the University’s Records Retention Schedules available online:

<http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsRetentionSchedules.aspx>

How secure is your information?

A – The University has a Data Processing Agreement with the Data Processor defining how data is processed and their obligations in terms of data security and protection.

Who keeps your information updated?

A – You are responsible for keeping your personal details up to date. Please advise the University of any changes or update your record yourself once you have access to: https://evision.napier.ac.uk/si/sits.urd/run/siw_lgn

Will your information be used for any automated decision making?

A - No

Is any other information available?

A – You can access a copy of the University’s Student Processing statement using the following link:

<http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/statement.aspx>

A - You can find out who to contact if you have any further queries about Data Protection and about your rights using the following link:

<http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/default.aspx>