

## **Fair Processing Notice – Student Work Experience Placements**

Edinburgh Napier University is providing you with this information in order for us to comply with the Data Protection Act (DPA) 1998 and General Data Protection Regulations (GDPR) 2016, which requires 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 –
1. Current or potential placement providers
  2. Edinburgh Napier University’s Finance department

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

- A –
1. In order to provide students with opportunities to undertake accredited work-based learning to enhance their learning experience and contribute to their learning and education.
  2. In order to reimburse travel costs for students who have successfully applied for the Travel Bursary.

### **What is the legal basis for processing?**

A – As part of the University’s stated objects of providing education, research and general scholarship, as per the University’s Statutory Instruments and to enable the University to fulfil any contractual obligations. General Data Protection Regulation Article 6. 1. (b) & (e) refer.

### **How are we collecting this information?**

- A –
1. Information taken from placement applications, CVs submitted by students and course information taken from SITS.
  2. Travel Bursary application and Fin 5 form

### **What information are we collecting?**

- A –
1. Student name, matriculation number, course details, term time address, home address, phone number, email address, employment and education history.
  2. Address and bank details

### **Who can see your information within the University?**

A – Restricted access for just the Placement Team

### **How long is your information kept?**

A – Dependant on type of information. 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 – All information is held on a secure University server. Whilst the University makes every effort to ensure that employers comply with the DPA/GDPR we cannot

guarantee that they meet the requirements. Please contact [nbsplacements@napier.ac.uk](mailto:nbsplacements@napier.ac.uk) for more information for your specific circumstances.

**Who keeps your information updated?**

A – The Placement Team

**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>