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## EXTRACT FROM DATA PROTECTION CODE OF PRACTICE

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### 15. STUDENT ADVICE

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#### 15.1 Student Development

The University's Student Careers and Mentoring Service legitimately collects and processes personal data, including sensitive personal data in the course of its ordinary business, strictly in accordance with the DPA 1998.

The [Student Development](#) website contains comprehensive guidance on the services offered to students. The University is legally obliged by the Higher Education Statistics Agency (HESA) to collect first destination data for graduating students and the University's Careers and Mentoring Service undertakes this task. Disclosures to HESA are referred to in the [Data Protection Statement for Students](#) and in the [HESA Information for Students](#).

All other uses of the data internal or external to an institution should be in the form of anonymised data unless the consent of the data subject has been obtained in advance.

#### 15.2 Applications for Discretionary and Childcare Funding

15.2.1 Students may have awards made from the Discretionary and Childcare Funds, both of which are provided to HE institutions by the Student Awards Agency for Scotland (SAAS) on behalf of the Scottish Government. Students will normally be given information about how to apply for help and the data provided on their application will be processed strictly in accordance with the DPA 1998.

15.2.2 Decisions on whether to allocate funds to individual students are made on the contents of their application form and/or on the basis of confidential documents provided by the students. Students are entitled to have access to any personal data held by the University with regard to an application for Discretionary and Childcare funding, unless the data cannot be disclosed without additionally disclosing personal data about a third party. These criteria should also apply to any other funds administered by Student Development and Wellbeing within Student and Academic Services

#### 15.3 Napier Students' Association

Napier Students' Association (NSA) is a separate organisation and is not covered by the University's Data Protection Notification to the UK Information Commissioner. Procedures are in place therefore to assist NSA staff to work with the University to

support the ongoing academic and pastoral welfare of students. NSA Advisers will ask students to complete disclosure forms at their first interview and a copy of this form should be provided to staff members on request to ensure that there are no inappropriate disclosures.

The link to the website for NSA is: [www.napierstudents.com](http://www.napierstudents.com)