

Privacy Notice

Name of Process: The Data Lab MSc Scholarship

Description of Process: The Data Lab MSc is a collaborative programme between The Data Lab and Edinburgh Napier University, funded by the Scottish Funding Council (SFC) and European Social Fund (ESF). It facilitates industry involvement and collaboration, and provides full funding and resources for students.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	Edinburgh Napier University is required to process the personal data of students participating in the Data Lab MSc programme and share personal data as necessary to administer the recruitment, admission and ongoing administration of the course throughout the duration of study and six (6) months following completion of study for the purposes of a follow-up survey. As part of this the University will provide The Data Lab with a signed copy of the following documents for each student: Student Code of Conduct; Data Sharing Privacy Notices and other such information as it may reasonably require in order for it to comply with its statutory reporting requirements to SFC. Personal data will also be provided to the SFC and ESF to enable those bodies to carry out their duties with regards to funding administration.
Legal basis	Article 6(1)(e) – Processing is necessary for the performance of the University’s official authority as vested in the Data Controller by Scottish Statutory Instruments 1993 No.557 (S.76) as amended, that is, the provision of education, carrying out research, etc.
Whose information is being collected	Student
What type/classes/fields of information are collected	<ul style="list-style-type: none"> a) Name b) Email address (university) c) Email address (personal) d) Gender e) Mode of study f) Age category (under 25 or 26 or above) g) Country of residence e.g. Scotland or European Union country h) Nationality i) SCQF equivalent level of prior degree j) Expected completion date of Programme k) Qualifications on entry to programme k) MSc Programme result l) Job destination (details of current employment /study) within 6 months of the completion of the MSc Programme <p>Report to The Data Lab the record of destination (i.e. details of current employment / study) in</p>

	<p>respect of each Funded Student at both 6 months following completion of the Programme and 2 years following completion of the Programme.</p> <p>m) Job (“destination” e.g. details of current employment /study) within 2 years of the completion of the MSc Programme</p>
How is the information being collected	Directly from the data subject/ by ENU administrator during course progression (status changes (suspensions/withdrawals)/ extensions of study/progression to Year 2/award)
Who is personal data shared with externally	The Data Lab, SFC & ESF Access to the Data Lab Privacy Notice will be provided within the application documentation.
How secure is the information	<p>For services provided locally by University Information Services, information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy of your personal data.</p> <p>The University makes use of a number of third party, including “cloud”, services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation.</p> <p>The Data Lab shall maintain technical and organisational measures sufficient to comply at least with the obligations imposed on a Data Controller by the Data Protection Laws under agreement.</p>
Who keeps the information updated	Students are required to advise the University of any updates to their personal information and staff will update data generated by the University during course progression.
How long is the information kept for	Personal data will be permanently destroyed by The Data Lab as soon as The Data Lab has fulfilled its reporting duties to SFC. Student information is retained and destroyed by the University in compliance with University Records Retention Schedules.

	<p>In relation to ESF Funded Students, retain all documentation relating to the Programme until at least 2033 for European audit requirements, including enrolment form, participant form, record of attendance, evidence of nationality, evidence of permanent residence, letters of award and records of destination 6 months and 2 years after the Funded Student has completed the Programme.</p>
<p>Will the data be used for any automated decision making No</p>	
<p>Is information transferred to a third country? Outside the EEA and not included in the adequate countries list. No</p>	
<p>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</p>	