

Privacy Notice

Name of Process: Data Subject Rights Request

Data Controller Edinburgh Napier University
Purposes for collection/processing To provide individuals (data subjects) with their own personal data which the University is processing or to enable the University to process requests received from individuals to exercise their rights under data protection legislation.
Legal basis Processing is necessary under Art 6(1)(c), legal obligation, as data protection legislation provides for individuals to exercise their rights and the University has a legal obligation to comply with any such rights requests. Failure to provide personal data means that the University would be unable to undertake the processing necessary to comply with the request.
Whose information is being collected The individual making the request
What type/classes/fields of information are collected Name, identity document for verification, address and contact details, information to assist the University in identifying which areas of the University processing is taking place.
Who is the information being collected from From the data subject or a nominated 3 rd party of their choice.
How is the information being collected Email or hardcopy letter at the choice of the requestor.
Who is personal data shared with externally No one for the purposes of this processing.
Who is the data shared with internally In order to locate and retrieve information internally all departments where the individual's data has been processed will be contacted, as will any colleagues specified in the request form.
How secure is the information 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 or your personal data. 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. The University is Cyber Essentials Plus accredited.
Who keeps the information updated The response will be a record of data existing at the time of the request.
How long is the information kept for [internal and external records retention periods must match and be explicit in the collaborative agreement]
Will the data be used for any automated decision making No
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list. No
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