

Layered Privacy Notice

Activity/Processing being undertaken: Disability and Inclusion Student Engagement

Edinburgh Napier University is providing you with this information in order for us to comply with the General Data Protection Regulation (EU) 2016/679, which requires us to tell you what we do with your personal information.

Who is collecting the information?

Edinburgh Napier University as the “Data Controller”.

Who are we sharing your Personal Data with (externally)?

The University undertakes to maintain your information securely and will restrict access to employees, our professional advisers, authorised agents and contractors on a strictly need to know basis. We will only disclose your data to external third parties (other than any specified above) where we:

- Have your consent
- Are required to do so under a statutory or legal obligation, or
- Are permitted to do so by Data Protection legislation.

We use Trello to record anonymous quotes but we will not share any personal data with them, you can view their privacy policy here <https://trello.com/privacy>

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

Your data will allow the Disabled Student Engagement Worker or colleagues supporting their work to contact you to discuss your experiences as a student at Edinburgh Napier. The purpose of collecting this information is to evaluate the services provided by Edinburgh Napier University, to do the following:

- gain a better understanding of the barriers disabled students face in accessing education, support and the wider student experience
- assess whether policies and practices are equitable and fair and do not disproportionately affect different groups.
- feed the views of disabled students into decision making across the university

We will also use it to provide with updates on the project and information about opportunities that may be of interest to you.

What is the legal basis for processing?

As per your consent under Articles 6(1)(a) and 9(2)(a) of the GDPR.

You can remove your consent from taking part in the project, receiving updates and information about opportunities, and having your personal data processed for these purposes by emailing included@napier.ac.uk

How are we collecting this information?

From you directly via Novi Survey or, if you choose to be involved further in the project, face-to-face or via email.

What information are we collecting (whose information and what type of personal data)?

We will collect the data of students who want to take part in our engagement activities. This data may include:

- Name
- Subject area and campus attended (or other mode of study)
- Your access requirements for communicating with us and taking part in activities
- Experiences and opinions, if you choose to provide them as part of the project
- Your feedback will be kept separately from your personal data, and will be anonymised unless you agree with us to be named.

Who can see your information within the University?

- Only workers carrying out engagement work with the student will see the information kept. Usually, this would mean the Disabled Student Engagement Worker, the Inclusion Services Manager and may include administrative staff and the Technology Support Adviser. At times, the wider disability inclusion team may be involved in delivery of activities.
- Should you attend an event, any staff helping will be able to see the access requirements you have shared with us so that we can make your experience as positive and inclusive as possible.
- Your information regarding involvement in this project will be kept separate of your student record and ongoing support notes.

How long is your information kept?

Your information will be kept for the initial duration of the project, which is 2 years (ending in January 2021)

Your data will not be stored until you have stated your preferences for ongoing involvement.

Further information can be found online at:

<https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx>

How secure is your 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 of your personal data.

Who keeps your information updated?

The Disabled Student Engagement Worker will keep the information up to date

Will your information be used for any automated decision making or profiling?

No

Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.

No

Is any other information available?

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>