

## Privacy Notice

Name of Process: Sharing of Student Representatives details between Edinburgh Napier University and Edinburgh Napier Student's Association (ENSA) as joint Data Controllers.

### Description of Process:

Edinburgh Napier University conducts elections for Programme Representatives (Reps) on behalf of ENSA and shares this information with ENSA.

The information is used by both organisations to ensure that the Reps are able to make representations to the University on behalf of their class colleagues, attend and contribute to appropriate committees, councils and other such groups, there is open communication, collaboration and excellent staff-student body relationships.

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| Data Controller                                       | Edinburgh Napier University  |
| Purposes for collection/processing                    | <p>The purposes of processing are:</p> <ul style="list-style-type: none"><li>• To enable ENSA to provide training, support and advice, and ensure that all matters relating to student representation are done in line with the ENSA constitution.</li><li>• To enable the University to communicate and collaborate with Reps to ensure an excellent student experience.</li></ul> <p>Further information is available on the ENSA website:<br/>"Your programme leader should be asking your class for volunteers at the start of term. The University needs student input into its decision-making, to keep it up to date and relevant in what it delivers to its students, and ENSA trains the Reps and provides them with support and advice in making their representations to the University on behalf of their class colleagues."</p> <p>For the avoidance of doubt: Rep information is shared only for the purposes above, not for marketing, research or promotion.</p> |
| Legal basis   | <p>The University shares personal data with ENSA under GDPR Article 6(1)(c) as processing is necessary for a legal obligation under the Education Act 1994 s.22.</p> <p>As ENSA is established under this same instrument there exists a legal obligation for sharing data between the University, as the institution through which ENSA is established, and ENSA for the purposes outlined above.</p>   |
| Whose information is being collected                  | Student Representatives  |
| What type/classes/fields of information are collected | Name, University email address, matriculation number, Programme of Study, Year of Study, Level of Study (UG/PG), Mode of Study (FT/PT), Dietary Requirements   |

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| Who is the information being collected from   | From the data subject  |
| How is the information being collected  | Initially at matriculation then during the Student Reps elections  |
| Who is personal data shared with externally   | Shared between Edinburgh Napier University and ENSA as joint-controllers   |
| 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>-ENSA also stores Student Rep information using services provided locally, and with the same security measures, by University Information Services, as above.</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> |
| Who keeps the information updated   | <p>-Students have access to update their information on University systems through eVision and School Offices</p> <p>-ENSA updates on notification by individual</p>   |
| How long is the information kept for  | <p>Please see the University’s records retention schedules for more information:<br/> <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx</a></p> <p>With the implementation of the Higher Education Achievement Report (HEAR) a ‘core’ record of student representation will be kept permanently to accompany student transcripts.</p> <p>For ENSA’s records retention schedules, please see:<br/> <a href="https://www.napierstudents.com/pageassets/privacy/Records-Retention-Schedule.pdf">https://www.napierstudents.com/pageassets/privacy/Records-Retention-Schedule.pdf</a></p>  |
| 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>