

ENroute/Higher Education Academy (HEA) Fellowship Privacy Notice

Activity/Processing being undertaken: Enrolment for ENroute/HEA Fellowship

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”, specifically the Department of Learning and Teaching Enhancement

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

Your data is not shared with any third parties.

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.

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

To administer and process your application for ENroute/HEA Fellowship

What is the legal basis for processing?

We are processing your personal information to fulfil our public task of supporting and providing the HEA Fellowship as per Article 6(1)(e) of the GDPR

How are we collecting this information?

Directly from participants via email, pre-submission form or claim form, or from HR Connect.

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

Staff data – name, email address, job role, department, staff number, length of service, confirmation of completion of PG Certificate, progress and award of HEA Fellowship.

Who can see your information within the University?

Staff within the Department of Learning and Teaching Enhancement and the External Reviewer who is an Associate staff member.

During the process for gaining Fellowship of the HEA we provide registration information to Deans of the School through the School’s HR Partner and those involved within a learning or teaching lead role with your department.

Following successfully gaining Fellowship of the HEA, we will inform your Line Manager, Dean of School or Head of Department, members of the ULT/SLT and those involved within a learning or teaching lead role with your department.

How long is your information kept?

Award details are held permanently. All other information kept for 2 years from the end of the current academic year.

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.

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.

Who keeps your information updated?

It is the participant’s responsibility to inform ENroute of any updates to their personal details.

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.

Participants may be located in countries outside the EEA but their information will not be shared with any 3rd parties within those countries.

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>