

Layered Privacy Notice – Equate Scotland (Edinburgh Napier University): Photography, Film/Video and Quotes

Activity/Processing being undertaken: Storage of photos, film/video and quotes in the University Image Library for use by Equate Scotland.

Equate Scotland 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?

Equate Scotland (Edinburgh Napier University) as the “Data Controller”.

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

Equate Scotland (Edinburgh Napier 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 such as Funders, other Schools or departments in Napier University, the Scottish Government or other interest groups 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)?

We are collecting photos, film/video and quotes (all with the subject's consent) to be used in Marketing and Communications materials for Equate Scotland (Edinburgh Napier University). This will include print and web usage.

What is the legal basis for processing?

The gathering of photos, film/video and quotes is being processed as per your consent in terms of Article 6(1)(a) of the GDPR.

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

We are collecting and storing photo and film footage and quotations. Your name may be stored in the asset details and description.

Who can see your information within Equate Scotland (Edinburgh Napier University)?

All Edinburgh Napier staff and students have access to view the image library. Only Equate Scotland staff are able to process or utilise the images.

How long is your information kept?

Photos and film will be stored and accessible for 5 years. If historical value is identified, the assets will be moved to our film and photo archive. This archive is only available to Communications and Operations Staff.

Further information can be found online at:

<https://staff.napier.ac.uk/services/governancecompliance/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 or your personal data.

Who keeps your information updated?

- Charlotte Dryburgh, Communications Officer C.Dryburgh@napier.ac.uk
- Claire Donnelly, Project Administrator C.Donnelly@napier.ac.uk
- Julia Taylor, Finance and Operations Co-Ordinator J.Taylor@napier.ac.uk
- Gillian Whisker, Creative Coordinator, Marketing and External Relations G.Whisker@napier.ac.uk

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.

Where consent is given, photos and videos may be hosted on third-party websites, potentially hosted outside the EEA.

Is any other information available?

You can access Equate Scotland and Edinburgh Napier University's privacy notices using the following link:

<https://staff.napier.ac.uk/services/governancecompliance/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/governancecompliance/governance/DataProtection/Pages/default.aspx>