

## **Layered Privacy Notice – Equate Scotland (Edinburgh Napier University): Event Registration and Attendance Data**

### **Activity/Processing being undertaken:**

Storage of registration and attendance data and sharing this securely with key partners.

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 noted as partners on the event you register to attend. We can share otherwise only if 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 collect this in order to communicate with you about the event you plan to attend, to ensure the event is suitable for you and also to share details with the partners who facilitate or support the events. We are required to report attendance information in aggregate to our funders.

### **What is the legal basis for processing?**

The legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instruments: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship” and the administration thereof.

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

We are collecting and storing your name, email address, phone number, employer name, college/university, first part of your postcode and (where required) your dietary requirements and reasonable adjustments.

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

All Equate Scotland staff have access to the registration data through our Eventbrite account and our CRM system.

### **How long is your information kept?**

Your attendance information will be kept by Equate Scotland for a period of 5 years from when you register with us. Partners we share the information with are required to delete this as soon as is reasonably practical after the event but no longer than 3 months of the event taking place.

### **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 downloaded from Eventbrite and kept on the university's system. 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?**

Charlotte Dryburgh, Communications Officer [C.Dryburgh@napier.ac.uk](mailto:C.Dryburgh@napier.ac.uk)

Fiona Brydon, Project Administrator [F.Brydon@napier.ac.uk](mailto:F.Brydon@napier.ac.uk)

Julia Taylor, Finance and Operations Co-Ordinator [J.Taylor@napier.ac.uk](mailto:J.Taylor@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.**

No

### **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>