

## Privacy Notice

Name of Process: EQUATE SCOTLAND NEWSLETTER SUBSCRIPTION

Description of Process: Registrations made by data subjects who wish to be kept updated on Equate Scotland's events/work/programmes.

Data Controller	Equate Scotland (Edinburgh Napier University)
Purposes for collection/processing	Data is provided by subjects who wish to maintain contact and regular updates on Equate Scotland's work. The processor (Email Blaster UK) does not own or have any authority to use the data but provides a server for storage allowing Equate Scotland to send formatted mailings.
Legal basis	Article 6(1)(a) of the General Data Protection Regulation, consent, is the basis for processing. Consent for Equate Scotland to send email communications will be gathered from individuals who have the right to withdraw this at any time by clicking the unsubscribe link included with all emails.
Whose information is being collected	Customers/clients and members of the public.
What type/classes/fields of information are collected	Name, contact details, personal data (specifically access or dietary requirements), areas of interest related to Equate Scotland'
Who is the information being collected from	Directly from the data subject
How is the information being collected	Online form or paper form
Who is personal data shared with externally	Data processors - EmailBlasterUK
How secure is the information	<p>Where data is stored internally by Equate Scotland it is password protected with restricted access and 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.</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> <p>Where data is stored by EmailBlasterUK the University has a signed contract with the company to protect and restrict data usage. The company also employs enterprise grade security measures to protect data – for more details see: <a href="https://www.emailblasteruk.com/privacy-policy">https://www.emailblasteruk.com/privacy-policy</a></p>
Who keeps the information updated	University (Equate Scotland) updates on notification by individual

How long is the information kept for	Data will be retained for as long as the service is active. Records of email recipients who unsubscribe will be retained to ensure no further contact is initiated. Unsubscribing from Equate Scotland emails will only stop these specific communications – if individuals have signed up to receive other Edinburgh Napier University communications they will need to unsubscribe from these separately. There may be a short delay between a client unsubscribing and being removed from the system, however this will be no longer than 4 weeks.
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
Information on subject rights and data protection queries: <a href="https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx">https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</a>	