

Privacy Notice

Name of Process: Students studying on Edinburgh Napier University programmes delivered with our international partner institutions.

Description of Process:

When students apply to and enrol with Edinburgh Napier University (“the University”), it is necessary for the University to collect and use (“process”) their personal information to provide them with the services they require to undertake their chosen course of studies.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	<p>Where processing is necessary to:</p> <ul style="list-style-type: none"> • Provide and administer all aspects of your studies with the University e.g. admission, annual matriculation, supervision, attendance, attainment, progress, assessment and graduation, including any appeals, extenuating circumstances, complaint or disciplinary matters which may arise • Provide you with advice and support on academic, careers, pastoral and any relevant funding matters • Administer the financial aspects of your payment of fees and the collection of debts owed
Legal basis	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.
Whose information is being collected	Students
What type/classes/fields of information are collected	<p>The University processes personal data for the purposes set out in this notice and this may include: personal and family details; lifestyle and social circumstances; education and employment details; student records; financial details; disciplinary and attendance records; goods or services provided; visual images and audio recordings; details of complaints, incidents and grievances; information used to publish university publications; responses to surveys and online identifiers.</p> <p>We also process sensitive or special categories of personal data that may include: racial or ethnic origin; trade union membership; religious or other similar beliefs; physical or mental health details; sexual life;</p>

	offences and alleged offences; criminal proceedings, outcomes and sentences.
Who is the information being collected from	From the Partner institution, full details are provided to you directly via the Data Protection Notice
How is the information being collected	Online or paper application
Who is personal data shared with externally	Partner institutions, employers, relevant Government and professional bodies. Further information can be found in the University's main Student Privacy Notice: staff.napier.ac.uk/dpstatements > Student Privacy Notice
How secure is the information	For services provided locally by Information Services, information is stored on servers located in secure University datacentres. These data centres are resilient with secure access controls and business continuity measures in place, including regular back-ups to prevent data loss. 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. 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 the information updated	Yourself via your Partner Institution
How long is the information kept for	As detailed in the University's Records Retention Schedules . Generally this is: core student record permanently, other records 6 years after termination of studies, unless otherwise stated.
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.	Yes, dependent on your Partner Institution's location. Contractual obligations are in place between partners to ensure legislative compliance.
<p>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</p> <p>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</p>	