



## **Junior Music Students Privacy Notice**

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”.

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

Your child’s data will not be shared with any third parties

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

To enrol your child as a student in the Junior Napier programme, granting them access to the building

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

As per your consent under Article 6(1)(a) of the Regulation.

You can withdraw your consent at any time by contacting [K.Dempster@napier.ac.uk](mailto:K.Dempster@napier.ac.uk)

### **How are we collecting this information?**

Registration form

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

Student’s name, address, date of birth, email address, emergency contact information and any additional needs.

### **Who can see your information within the University?**

Student services and Junior Napier management

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

Until the student leaves Junior Napier

### **How secure is your information?**

For services provided locally by Information Services, 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?**

Student services and Junior Napier management

**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 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>