Layered Privacy Notice
Library Membership: External Members

Activity/Processing being undertaken: Library Management System, Membership criteria, borrowing and other access and related communications

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)?
Please note that the University uses a 3rd party (ExLibris) as a “Data Processor” to manage your library membership. You can find more information on ExLibris via the link below:
http://www.exlibrisgroup.com/

Any other parties this will be shared with? No

The 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 (other than any specified above) 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)?

Personal information, names, contact details and where appropriate home university status are collected in order to enable access to and borrowing of, items from the libraries, and communications relating to these activities

What is the legal basis for processing?

As per Art 6(1)(b) of the General Data Protection Regulation as we require to process your personal information in order to provide you with library services and manage our services to you as part of a contract.

How are we collecting this information?

Input by applicants via online external membership forms

What information are we collecting (whose information and what type of personal data)?
• Applicants for external membership, including Alumni of the University and Edinburgh Napier University Retired Staff Association, members of SCONUL and other organisations with which the University has agreements, and members of the public
• Name, contact details and where applicable, details of Alumni, ENURSA, SCONUL home university or other status

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

Information Services staff

**How long is your information kept?**

Any financial records will be held for 6 years after your membership with the library ends. All other personal information will be held for one year after your membership ends.

Further information can be found online at:  
https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx

**How secure is your information?**

Your information is stored securely by our 3rd party provider Ex Libris in their European Data Centre. You can find more information via the links below:

Ex Libris Cloud Services - http://www.exlibrisgroup.com/services/cloud-services/  

**Who keeps your information updated?**

Data is updated by Information Services staff as advised by members

**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: