

Name of Process: Millport Field Trip Student Information Recording

Data Controller	Edinburgh Napier University
Purposes for collection/processing	Collection and temporary storage of student information to administer and manage the trip, and also to ensure safety during the residential field trip. Some information is also shared with the course provider.
Legal basis	<p>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.</p> <p>Article 9 conditions for processing special category (sensitive) personal data (racial/ethnic origin, political opinions, trade union membership, religious/philosophical beliefs, genetic/biometric data, health data, sex life, sexual orientation) include:</p> <p>Art 9(2)(g) – Public interest (specifically as per Schedules in the Data Protection Act 2018)</p> <p>For the purposes of ensuring the health and safety of students, safeguarding and to make necessary adjustments where required for individuals with a particular disability or medical condition.</p>
What type/classes/fields of information are collected	Name, contact details, GP details, next of kin, gender, health conditions that may impact on ability to undertake course, allergies, medical conditions and medication, dietary requirements.
Who is personal data shared with externally	Field course provider (Field Studies Council, Millport). You can access their Privacy Notice here: https://www.field-studies-council.org/wp-content/uploads/2020/11/DPA_02-FSC-Data-Processing-Privacy-Statement.pdf
How long is the information kept for	Duration of the field course (5 days) and will be destroyed as soon as possible within the current academic year. Accident/incident records will be shared with the University Health & Safety team, or other relevant colleagues and retained as necessary in line with legal requirements.
Will the data be used for any automated decision making	No
Is information transferred to a third country outside the UK?	No

This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data.

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>

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