



Privacy Notice

Name of Process: Post Graduate Diploma in Midwifery and Masters of Midwifery (Shortened).

Description of Process: Provision of applicant's data to NHS Health Boards to enable a joint recruitment process between Edinburgh Napier University and appropriate Health Boards.

(Student secondment model)

Data Controller	Edinburgh Napier University
Purpose for processing	To enable a joint recruitment and selection process between Edinburgh Napier and NHS Boards.
Legal Basis	Article 6(1)(e), exercise of official duty vested in the Controller under Statutory Instrument no. 557 of 1993 (S.76) for the purpose of providing education.
Whose information is being collected?	Applicants
What type/classes/fields of information are being collected?	<p>We will collect and hold some or all of the required information about you, if you apply to study with us including:</p> <ul style="list-style-type: none"> • Personal contact information e.g., names, addresses, email addresses and telephone numbers; and may also images in photographs or films, • Education details, student records including examination certificates, transcripts, and references, • Any employment details, • Financial information to verify your eligibility for fees and financial support, • Nationality. <p>We may also need to process information, where necessary, which may be considered sensitive and is known as special categories of data, including:</p> <ul style="list-style-type: none"> • To meet a legal obligation such as immigration law or health and safety law, • Monitoring our compliance with equality law, only for applicants who apply to UK course, • To accommodate a special need you have disclosed to use such as dietary requirements or a disability. <p>We may ask you to declare:</p> <ul style="list-style-type: none"> • Religious or other similar beliefs, • Racial or ethnic origin,

	<ul style="list-style-type: none"> • Sexual life, sexual orientation, • Physical or mental health details, • Alleged offences and offences, • Criminal proceedings, sentences, or outcomes you are expected to declare.
Who is the information being collected from?	Applications via website application
How is the information being collected?	<p>From applications submitted electronically through our university web portal</p> <ul style="list-style-type: none"> • From applicants and offer holders via email.
Is personal data shared externally?	Yes, with NHS Health Boards to enable a joint recruitment and selection process.
How secure is the information?	<p>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, back up 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. Partner security arrangements are agreed by contract.</p>
Who keeps the information updated?	Applicants must inform the University of any updates to their information.
How long is the information kept for?	<p>Unsuccessful applicants’ data will be deleted the year following their application.</p> <p>Successful applicants’ data will be retained for 6 years after they leave the university.</p>
Will the data be used for any automated decision making?	
No	
Is the information transferred to a third country? Outside the UK and not included in the adequate countries list.	
No	

You can access all the University's privacy notices, including the main Application Privacy Notice 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 URL:

<https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx>