Privacy Notice

Name of Process: PG Teacher Education Programmes
Description of Process: Provision of student data to the General Teaching Council
Scotland (GTCS) for the arrangement and administration of placements

Data Controller	Edinburgh Napier University
Purposes for processing	To administer compulsory placements in Secondary Schools
Legal basis	Art 6(1)(e), exercise of official duty vested in the Controller under Statutory Instrument no. 557 of 1993 (S.76) for the purposes of providing education.
Whose information is being collected	Applicants
What type/classes/fields of information are collected	Name, identifying numbers, contact details, course details, denominational requirement, disability, exclusion code, school type, Gaelic speaker, driver's licence holder & carer Y/N.
Who is the information being collected from	Via UCAS application and additional information directly from the applicant
How is the information being collected	UCAS system and University online form or as applicant preference e.g. email (initially)
Who is personal data shared with externally	The GTCS, Local Educational Authority and Secondary School placement providers as joint controllers. Please read the GTCS Privacy Notice in conjunction with this notice, it is available on their website: https://www.gtcs.org.uk/home/privacy-notice.aspx
How secure is the 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 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. The University is Cyber Essentials Plus accredited. Partner security arrangements are agreed by contract.
Who keeps the information updated	Applicants must inform the University of any updates to their information.

How long is the information kept for	Unsuccessful applicants' data will be deleted the year following their application. Successful applicants' data will be retained for 6 years after they leave the University.
Will the data be used for any automated decision making	The system is designed to ensure placements are within reasonable travel distance of applicants' residential addresses. Placements are not purely automated.
Is information transferred to a third country ex-EEA?	No
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	