



Layered Privacy Notice

Activity/Processing being undertaken: Postgraduate Taught Experience survey and Postgraduate Research Experience Survey

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)?

The Higher Education Academy and Jisc as “Data Processors”.

Jisc stores your response to the survey on our behalf and the Higher Education Academy uses the data collected to produce national reports.

For more information you can view the:

Jisc privacy policy <https://www.jisc.ac.uk/website/privacy-notice>

Higher Education Academy privacy policy

<https://www.heacademy.ac.uk/download/privacy-policy>

Jisc takes the protection of your personal data very seriously. Jisc is hosting the systems in Amazon Web Services (AWS), in the Ireland availability zone. The information security of AWS is managed in conformance with the requirements of ISO 27001,

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)?

1. We are collecting your feedback on both the postgraduate taught and postgraduate research student experience. This is collected with the aim of improving the student experience by responding to the feedback received from students.
2. We are reporting the information back at School (and overall University) level to help make improvements to the student experience and also aid future planning processes. This information is reported back on an anonymous and aggregated level.

What is the legal basis for processing?

As per your consent in line with Articles 6(1)(a) and 9(2)(a) of the GDPR.

You can withdraw your consent at any time by emailing student.surveys@napier.ac.uk

How are we collecting this information?

We are collecting the information directly from the relevant students using an online survey tool.

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

We are collecting data from current students.

We will collect the following data (however all these questions are optional and those taking part can choose not to answer them) –

- Type of qualification studying for
- Age
- Gender
- Disability
- Subject area
- Studying full or part time
- Year of programme they are in
- Ethnic group
- Paid employment (and if yes how many hours)
- How funding tuition fees

Who can see your information within the University?

Access to the raw data is restricted to the Planning & Intelligence team for analysis purposes. After that all staff within the institution have access to aggregated and anonymised results through written reports and via the COGNOS dashboard.

How long is your information kept?

Raw data is held for 3 years from the current academic year.

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?

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.

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Who keeps your information updated?

There is no requirement to keep the information update – once the feedback is provided it remains the same.

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>