Layered Privacy Notice – Principal's Office External Communications

Activity/Processing being undertaken: Communications from the Principal's Office to external contacts - Principal email update, invites from the University to events, appropriate emails from the Development & External Relations Department, meeting requests or invites from the university to events and other such information sharing emails from Principal office staff.

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)?
We will not share the data with any external party

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)?
To provide you with relevant communications and updates from the Principal's Office.

What is the legal basis for processing?
The purposes above fall under one of two conditions for processing outlined by the GDPR. These are:

GDPR Article 6(1)(f) – Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject"

GDPR Article 6(1)(a) – as per your consent which you can withdraw at any time by emailing principal@napier.ac.uk

How are we collecting this information?
Directly from individuals

What information are we collecting (whose information and what type of personal data)?
Name, job title, email address and telephone number.

Who can see your information within the University?

Appropriate staff within the Principal's Office and the Development & External Relations Department.

How long is your information kept?
We will keep your personal data only for as long as we need it to to administer your relationship with us or to ensure we do not communicate with you after you have asked us not to. When we no longer need the information we will always dispose of it securely.
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 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.

Who keeps your information updated?
Key staff members within the Principal's Office and Development & External Relations Department

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