

Layered Privacy Notice

Activity/Processing being undertaken: Procurement Request Process

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 Procurement Request System is provided by a 3rd party (K2), however they will only have access to personal data if there is a technical issue with the platform. In which case a subset of data will be transmitted via a secure portal interface directly to them. They store the data on a secure server located in the E.U and delete the data as soon as the issue has been investigated.

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)?

We are using your data to manage the procurement request process. We use it to identify and authenticate you to elements within the process.

What is the legal basis for processing?

6(1)(e), Task to complete the authorisation of purchase requests pertaining to procurement or non-influenceable spend processes.

How are we collecting this information?

We use the data you supplied to the University and the data we assigned to you to identify you within the organisation when you joined.

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

Staff - name, identifying numbers, contact details.

Who can see your information within the University?

Procurement, Finance Business Partners within the organisation, delegated financial authorities within the organisation and Information Services

How long is your information kept?

CAY + 6 years

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.

When information is transferred to K2 for technical support, it is done so via a secure portal interface directly to them. They store the data on a secure server located within the E.U and delete the data as soon as the issue has been investigated.

Who keeps your information updated?

You, the data subject via the HR Connect portal

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>