

## Layered Privacy Notice

### Activity/Processing being undertaken: QS Global Academic 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 University will not share your information with any third parties.

### Why are we collecting it/what we are doing with it (purposes)?

As University league tables are an important measure of how our stakeholders perceive us as an organisation, Edinburgh Napier University is contacting sectoral stakeholders (Academics and Employers) using the corporate email addresses previously provided to colleagues within Napier to invite them to participate in the QS Global Academic or Employer annual survey to share their opinions of Edinburgh Napier University and their previous contact with us.

These surveys aim to collect the aggregated data for calculation of the reputational indicators. Reputational indicators form the QS World University Rankings, Regional Rankings, Graduate Employability Rankings and are the part of the reputational datasets used in QS Analytics, QS Stars and QS Consulting Services.

For the purposes of this exercise the University is processing your information in order to maintain a record of the preferences of valued contacts, specifically those who wish to opt-out of taking part in the Global Academic Survey being undertaken by QS Intelligence Unit now and in the future.

*Please note that this is the only information ENU is collecting in relation to this survey. If you take part in the survey your information will be processed by QS Intelligence Unit. Their Privacy Policy can be found here:*

<http://www.iu.qs.com/cookie-policy/>

### What is the legal basis for processing?

GDPR Article 6(1)(f) as it is in the legitimate interests of ENU to take part in the survey as failure to do so may have a significant impact on ranking results. It is also in the legitimate interests of the University to maintain a record of who has unsubscribed from being contacted in connection with this survey now and in future.

### How are we collecting this information?

Internally from previous contact with the University.

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

Your name and email address.

**Who can see your information within the University?**

The School which you previously contacted and both Planning and DER (Development and External Relations) teams for the administration of information for this survey.

**How long is your information kept?**

For those opting-out/unsubscribing we will keep your information for as long as the University takes part in the QS ranking scheme to ensure that you do not receive further communications on this survey. Others where there is no opt-out will be reviewed annually. When we no longer need 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?**

If you do not consent to taking part in the survey, we will keep a record of this on our database Raiser's Edge.

Raiser's Edge is hosted in The Netherlands by Blackbaud Inc, a global non-profit software provider, operating under a Safe Harbour agreement and a formal agreement with the University. The University takes its obligations with your data very seriously and will ensure that all appropriate safeguards and security provisions are in place and Blackbaud's compliance with its agreements and privacy notice are monitored.

**Who keeps your information updated?**

N/A, once you have emailed to say that you do not consent to take part you will not need to update this further.

**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>