

Layered Privacy Notice School of Applied Sciences

Activity/Processing being undertaken: Processing of health data during participation in physical activities

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, specifically the School of Applied Sciences, as the “Data Controller”. The data will be collected via the associated ‘Consent form for physical activities’ or during practical experiments.

Who are we sharing your Personal Data with (externally)?

You may choose to share your health data with students and staff during coursework/group-work but there is no requirement for you to do so and the University will not share your data with any third parties.

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)?

As part of your course you may volunteer to be an experimental participant in Sport and Exercise Science practical/experiments. The personal data you have supplied on the associated ‘Consent form for participation in physical activities’ is used to assess and maintain a record of your health for participation in physical activities. You may choose to supply further health data during practical experiments which you will use as part of your coursework, this will be on a voluntary basis and will be stored by the University for those purposes only.

What is the legal basis for processing?

As per Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instruments: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship” and the administration thereof and Article 9(j) as it is being processed for scientific and statistical purposes.

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

Name, course and general health information.

Who can see your information within the University?

University staff in the School of Applied Sciences and other students on your course if you choose to share it with them.

How long is your information kept?

Your consent form will be held 6 years after you graduate, any data you use for activities you should remove yourself when no longer needed. Any data left on University equipment/computers will be removed by School of Applied Sciences staff.

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?

The information you supply on the Consent form is securely stored in locked cabinets within the University.

For the information you may voluntarily supply during practical experiments we strongly recommend you store this on the University computers within the labs in password protected files using your matriculation number to name the file and delete it as soon as no longer required. Any files left on the equipment/computers within the labs will be deleted by School of Applied Sciences staff.

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.

Who keeps your information updated?

Yourself

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>