

Privacy Notice

Name of Process: Scottish Modern Universities Northern Ireland Tour

Description of Process: Follow up contact with students who expressed an interest in studying at Edinburgh Napier University (ENU)

Data Controller	Edinburgh Napier University
Purposes for collection/processing	To send you information about ENU and our undergraduate courses.
Legal basis	<p>As per your consent given at the Scottish Modern Universities NI Tour and passed to us by Queen Margaret University (Article 6(1) of the General Data Protection Regulation).</p> <p>If you no longer wish to hear from us and want to withdraw your consent you can do so at any time by emailing studentrecruitment@napier.ac.uk</p>
Whose information is being collected	School pupils considering applying to the University
What type/classes/fields of information are collected	Name, contact details, university subjects that student interested in.
Who is the information being collected from	Directly from students by Queen Margaret University (QMU)
How is the information being collected	By forms completed by students at the tour and passed to ENU
Who is personal data shared with externally	Your data is not shared externally once it is passed the ENU
How secure is the information	<p>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.</p> <p>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.</p>
Who keeps the information updated	Not applicable
How long is the information kept for	One year from collection.

Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.	No
<p>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</p> <p>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</p>	