

Layered Privacy Notice

Activity/Processing being undertaken: Registration of interest for Self-Defence Classes

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)?

Self-Defence Solutions who will then become ‘data controller’ and will collect further information to facilitate your attendance at classes. Self-Defence Solutions will provide you with their Privacy Notice.

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 facilitate your attendance at self-defence classes run by Self-Defence Solutions

What is the legal basis for processing?

As per your consent under Article 6(1)(a) of the Regulation.

If you decide you wish to remove your consent and not attend the classes please contact Self-Defence Solutions at Selfdefencesolutions1@gmail.com

How are we collecting this information?

From you directly via email.

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

Name, email address (your email address will only be passed to Self-Defence Solutions if enough students sign-up for a class to go ahead).

Who can see your information within the University?

Student Accommodation staff.

How long is your information kept?

Until it is passed to Self-Defence Solutions.

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?

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.

Self-defence Solutions utilises locked cabinets for physical data and computer systems are password protected.

Who keeps your information updated?

N/A

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>