



## Layered Privacy Notice

### Activity/Processing being undertaken: Simulated Patient Volunteer Programme

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)?

Your data will not be shared externally

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)?

The data within each section is collected for the following reasons:

1. The contact details you provide are necessary for us to make contact with you regarding the Simulated Patient programme. A postal address is required for occasional posting of items.
2. Your next of kin details will be used to make contact with this person in the event of an emergency.
3. Your vehicle registration number will be provided to our security team and to the UKPC car parking attendant when reserving a space in our visitor’s car park for you to use.
4. Details of limiting medical conditions are only used by the clinical skills team as part of any risk assessment when designating certain tasks to SPs.
5. Your general availability is recorded so it can be used to avoid sending you emails unnecessarily.
6. Your relevant skills may be taken in to consideration when assigning specific scenarios to you.

#### What is the legal basis for processing?

As per your consent in terms of Articles 6(1)(a) and 9(2)(a) of the GDPR.

You can remove your consent at any time by contacting [simpatients@napier.ac.uk](mailto:simpatients@napier.ac.uk)

#### How are we collecting this information?

From you, the data subject, in the answers you provide in our registration form.

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

Data of those who agree to be part of our Simulated Patient programme as volunteers:

Name, contact details, next of kin, vehicle information, relevant medical conditions, availability details and relevant skills.

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

Only members of the Clinical Skills team.

### **How long is your information kept?**

The information is kept for as long as you participate in the programme, until you request that you would like to end participation.

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 hardcopy information is securely stored on University premises and electronic 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?**

You can update your information by contacting the lead for the Simulated Patient programme via [simpatients@napier.ac.uk](mailto:simpatients@napier.ac.uk)

### **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>