

Privacy Notice

Name of Process: Special Collections Access

Data Controller	Edinburgh Napier University
Purposes for collection/processing	To confirm the identity of the researcher; to gain acknowledgement of copyright statement; and to ensure conformity with GDPR
Legal basis	Article 6(1)(e) – Processing is necessary for the performance of the University’s official authority as vested in the Data Controller by Scottish Statutory Instruments 1993 No.557 (S.76) as amended, that is, the provision of education, research, etc.
Whose information is being collected	External and internal researchers
What data is collected	Name and contact details
Who is the information being collected from	From the data subject
How is the information being collected	Paper form on attendance in the relevant Special Collection
Who is personal data shared with externally	No-one. We will only disclose your data to external third parties where we: <ul style="list-style-type: none">• Have your consent• Are required to do so under a statutory or legal obligation, and are permitted to do so by Data Protection legislation.
How secure is the information	The paper form is kept in a locked cabinet within a locked office.
Who keeps the information updated	Not applicable. If contact details change on subsequent visits a new form will be filled in.
How long is the information kept for	5 years
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	
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	