

Layered Privacy Notice

Activity/Processing being undertaken: Administration of Student Accommodation Guarantor forms

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)?

Students’ debt information will be shared with their Guarantor in the event that the student does not make payment of rent and/or any other charges within 7 working days of the service charge being issued or the rental payment deadline (10th of each month).

If the debt remains after a 3 month period the information will be shared with a debt collection agency.

The personal information of the Guarantor will be shared externally with a debt collection agency if the student is in debt after a 3 month period.

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 administer repayment of outstanding rent/other charges

What is the legal basis for processing?

To fulfil the financial contractual obligations between the University and students/guarantors in relation to the provision of Student Accommodation. General Data Protection Regulation Article 6. 1. (b) & (e) refer.

How are we collecting this information?

Directly from the student/guarantor

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

Student:

Full Name, Edinburgh Napier Number, Home Address, Accommodation Address & Signature

Guarantor:

Full Name, Home Address, Telephone Number & Signature

Witness Full Name, Home Address & Signature

Who can see your information within the University?

Student Accommodation and Finance staff

How long is your information kept?

Information will be held for 7 years after the student leaves the University.

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?

For services provided locally by Information Services, 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?

Student/Guarantor themselves.

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>