

Layered Privacy Notice

Activity/Processing being undertaken: Student Funding

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”, and depending on the funding applied for, external funders are likely to also be acting as Data Controller/s.

Who are we sharing your Personal Data with?

Access to your information will be restricted to staff in the Student Funding team. It will only be shared with other University professional services and staff / partner organisation(s) and external funding providers, principally charitable trusts, where required to provide the service you have requested.

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.
- Have serious cause for concern for your safety.
- Are required to do so under a statutory or legal obligation, or
- Are permitted to do so by Data Protection legislation

Where you are applying for funding provided by an organisation external to the University you are advised to check their Privacy Notices for information about how they process your personal data.

Why are we collecting it/what we are doing with it (purposes)?

- To process your application for funding
- Provision of advice, assistance and support
- Administration of university and other funding awards to address student financial hardship.

We are a part of the Wellbeing & Inclusion Department and work alongside other support teams – where appropriate we may share information with each other to offer you the best quality of holistic support.

What is the legal basis for processing?

The legal basis for processing is Article 6.1.(e) of the GDPR, for the performance of the University’s public task, namely the provision of education, ensuring adjustments are made and assistance provided where appropriate to facilitate the provision of education.

How are we collecting this information?

All information will be collected directly from you during appointments or applications, or from information held on the University’s record systems.

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

Students/Prospective students

Data specifically relating to you and your financial circumstances, and those of your household / parents where appropriate.

When providing the personal/financial data of family members/others please ensure that you have their permission to do so.

How long is your information kept?

6 years after completion of studies.

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.
- Data shared with the stated agencies will be held on a SharePoint system managed by the University in accordance with the controls set out above.
- 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?

- Students using the services are responsible for advising staff of changes to their personal data and/or circumstances to ensure their record is accurate.
- Student Funding staff, and staff at the external trusts and other agencies you apply to, are responsible for ensuring that your information is kept up to date.

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>