

Privacy Notice – Student Wellbeing and Inclusion Survey

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 information 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)?

To evaluate the services provided by Student Wellbeing & Inclusion, assess whether policies and practices are equitable and fair and do not disproportionately affect different groups. The information will be used to improve the student services provided by Student Wellbeing & Inclusion and act on the student feedback provided.

What is the legal basis for processing?

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

Your participation in the survey is completely voluntary.

Once you choose to participate the questions listed below are mandatory but all other questions are voluntary and you can choose not to answer them.

You can withdraw your consent at any time after responding to the survey by emailing student.surveys@napier.ac.uk

If you choose to provide your contact details to be involved in discussions to help further improve the service you can also choose to withdraw your consent for that any time by emailing the address above.

Mandatory questions within the survey:

- Campus you mostly access Student Wellbeing & Inclusion services at
- If you considered leaving the University before accessing those services
- Whether the support you received made you more likely to continue your studies
- Whether you want to stay in touch

How are we collecting this information?

We are collecting this information through an online survey via NOVI.

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

Students

- Your School
- If you have used the services of the Student Wellbeing & inclusion team we will collect information on; the services used, the campus at which you access them, whether you thought about leaving the University before accessing the services
- Special categories of personal data including – disability, sexual orientation and ethnicity **however you can choose not to answer these questions**
- Your email address if you wish to take part in the prize draw and/or if you are willing to take part in a student focus group
- Your name and phone number if you choose to be contacted by the Student Wellbeing & Inclusion team to further discuss the topics in the questionnaire.

Who can see your information within the University?

The Planning & Business intelligence team who are responsible for analysing the data, aggregate responses will be seen by the Student Wellbeing & Inclusion team

How long is your information kept?

This data will be kept for 1 year from the date of collection

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 information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and hardware redundancy. 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?

There will be no requirement to update information.

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>