

Privacy Notice

Name of Process: Student Accommodation Applications and Management

Edinburgh Napier University is providing you with this information in order for us to comply with the UK Data Protection Act 2018 and applied GDPR, which requires us to tell you what we do with your personal information.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	<p>To be able to allocate students suitable accommodation to meet their individual needs and manage their tenancy thereafter.</p> <p>Criminal Convictions data is collected to enable the University to fulfil its duty of care obligations in providing a safe and protected environment for all its students and staff. There is a separate and specific Privacy Notice for Criminal Convictions which can be found at: staff.napier.ac.uk/dpstatements</p> <p>Students will also be sent a survey to evaluate the experience of applying for, and living in, Student Accommodation. The information will be used to improve the experience within Student Accommodation and act on the student feedback provided.</p>
Legal basis	Article 6(1)(b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
Whose information is being collected	Students
What type/classes/fields of information are collected	Student Name, matric number, contact details, sensitive personal data, educational details, financial information, disability, criminal conviction data, guarantor details, as per the application form and opinions for the purposes of the survey/s
Who is the information being collected from	Directly from Students and/or Parents
How is the information being collected	Online Application Form via KX System NOVI Survey tool for surveys
Who is personal data shared with?	<p>We share this information internally with other departments as necessary to both support students and manage their applications and ongoing tenancy e.g. Student Wellbeing and Inclusion, Health and Safety, Finance, Planning, etc.</p> <p>We share this information externally private sector providers with which the University has contracted e.g. The Student Housing Company and Overseas/EU Group Booking Co-ordinators when applicable.</p>

	<p>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:</p> <ul style="list-style-type: none"> • Have your consent • Are required to do so under a statutory or legal obligation, or • Are permitted to do so by Data Protection legislation.
<p>How secure is the information</p>	<p>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. The University is Cyber Essentials Plus accredited.</p> <p>The Accommodation team use a dedicated software system, KX, to manage applications and tenancy.</p> <p>The University uses secure methods of transferring data to external partners e.g. encryption and data minimisation.</p>
<p>Who keeps the information updated</p>	<p>Students are required to notify the Student Accommodation team of any updates required to their information. The Student Accommodation team are responsible for updating thereafter.</p>
<p>How long is the information kept for</p>	<p>Successful applications will be held for 6 years after you leave the University. Unsuccessful applications will be held until the end of the year in which you apply.</p> <p>Further information can be found online at: https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx</p>
<p>Will the data be used for any automated decision making</p>	<p>It is possible that the KX system may be used to automatically allocate accommodation, however currently this is not a fully automated process. Allocations are made in accordance with the Allocation Policy.</p>

<p>Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.</p>	<p>USA & Hong Kong Overseas/EU Group Booking Co-ordinators when required by students.</p>
<p>This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data. 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</p>	