Layered Privacy Notice

Activity/Processing being undertaken: Engagement with individuals, employers, students, alumni and staff for the purposes of them interacting with Edinburgh Napier

Edinburgh Napier University is providing you with this information in order for us to comply with the Data Protection Act 2018, 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)?
The University undertakes to maintain your information securely and will restrict access to employees, students (as appropriate), mentors, our professional advisers, authorised agents and contractors as relevant to the purposes.
Please note that the University uses a secure third-party software application, CareerHub, to manage the data you have provided. The application is used for the purposes of recording and administrating your activity in terms of events, jobs and interaction with the University and provide you with the opportunity to advertise and or apply for jobs on the Jobs portal. It will not be used for any other purposes and your data will not be added to any mailing list or shared with any other third parties. We value your feedback and privacy – if you would like further information please see CareerHub’s privacy policy
We will only disclose your data to external third parties 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)?
Main purpose is to keep a record of your activity with the University and to enable us to continue to develop a relationship with you. Examples of activities are listed below:
· In order for you to participate in our Career Mentoring Programme which supports students in developing their career thinking and to provide you with information relevant to your role as mentor.
· To record and administer engagement in terms of career events and activities with the students on campus. Please note it is standard practice to record online events so students are able to access the materials for future reference.
· To record and administer your activity in terms of jobs and work-based learning opportunities with the University and to enable you to advertise jobs on the jobs portal.

What is the legal basis for processing?
When you agree to support or participate in an event this supports the University in its public task of providing education, etc., as required by Statutory Instrument 1993 No. 557 (S. 76). Therefore, the legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instruments: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship”, support for those objects and the administration thereof.

How are we collecting this information?
Students’ data is captured on myFuture on matriculation, additionally, via email contact and/or individual/organisation registration which is input onto the myFuture system. If you are an Alumni you can ask for your activity to be recorded on our Alumni database.
What information are we collecting?
Name, job title and organisation, contact details, course and year of study and personal profile if relevant to the activity you are participating in.

Who can see your information within the University?
University Administration staff including Student Futures Staff and CareerHub support staff for the purpose of maintaining and updating the software. Students will be provided with your personal profile information as part of their preparation for events or mentoring programme
For queries please contact: myFuture@napier.ac.uk

How long is your information kept?
From the date of your last involvement with the University plus 6 years. 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 or 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?
It is up to all individuals to ensure that their information is accurate and up-to-date and notify us of any changes.

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