Layered Privacy Notice

Activity/Processing being undertaken: Student Mobility 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 data will not be shared with any third parties.

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 understand the students’ interest in and the barriers they are facing to undertake mobility experiences. The information will be use to improve student experience.

What is the legal basis for processing?
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” and the administration thereof.

How are we collecting this information?
Via online Novi Survey

What information are we collecting (whose information and what type of personal data)?
Students:
- Email address – if students wish to participate in the draw for a prize.
- Country the student is ordinarily resident in

Who can see your information within the University?
International Operations, Global Mobility and Widening Participation staff at Edinburgh Napier University.

How long is your information kept?
One year from 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?
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. The University is Cyber Essentials Plus accredited.

Who keeps your information updated?
Not applicable

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