

## 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 UK data protection legislation (“the legislation”), the UK Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation: EU 2016-679 (“GDPR”) and as amended by “EU Exit” Regulations 2019 and now known as the UK GDPR, 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:

- 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 used to improve student experience and mobility operations by providing opportunity for participants to feedback on partner institutions, logistical matters, skills development and other aspects of global mobility programming.

For students in receipt of funding through Turing, Erasmus, or other Edinburgh Napier University funding stream or benefactor to support their mobility activity, completion of an end of mobility survey is a funder requirement and forms part of the related grant agreement/requirements and ENU may be required to share survey results in full or in part with the relevant funder.

#### 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 Moodle Study Abroad Community page (exchanges), and MS Forms (other mobility activities).

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

Students:

- Name of student

- Matriculation number
- Programme information
- Funding information
- Host Institution/organisation
- Other experiential feedback information which would not present any specific personal data identification

### **Who can see your information within the University?**

The Global Mobility team and International Operations and Student Recruitment will hold and use the data solely for the purposes expressed. Where information is shared with other colleagues/departments, survey data will be extrapolated, and any identifiers removed.

### **How long is your information kept?**

Verbatim submissions will be retained one year from collection.

Data, with all identifiers removed, will be retained for a further 5 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 management. 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.

### **Who keeps your information updated?**

Students are required to keep their information updated via the Student Portal or by advising appropriate University colleagues, for the purposes of ensuring that the University has current contact details for the purposes of administering the surveys.

### **Will your information be used for any automated decision making or profiling?**

No

### **Is information transferred to a third country? Outside the UK, 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>

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