

Privacy Notice – Student Work Experience Placements

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

Who is collecting the information?

A – Edinburgh Napier University as the “Data Controller”.

Who are we sharing your Personal Data with?

A – Whilst the information is primarily restricted to the Placement team, in order for us to provide you with placement services we also share your information with:

1. Current or potential placement providers
2. Edinburgh Napier University’s Finance department
3. Edinburgh Napier University employees in other areas, e.g. Schools, as/if necessary to provide placements and where the placement is relevant to or part of the student’s course, etc.

Why are we collecting it/what we are doing with it (purposes)?

- A –
1. In order to provide students with opportunities to undertake accredited work-based learning to enhance their learning experience and contribute to their learning and education.
 2. In order to reimburse travel costs for students who have successfully applied for the Travel Bursary.

What is the legal basis for processing?

A – As part of the University’s stated objects of providing education, research and general scholarship, as per the University’s Statutory Instruments and to enable the University to fulfil any contractual obligations. General Data Protection Regulation Article 6. 1. (b) & (e) refer.

How are we collecting this information?

- A –
1. Information taken from placement applications, CVs submitted by students and course information taken from SITS.
 2. Travel Bursary application and Fin 5 form

What information are we collecting?

- A –
1. Student name, matriculation number, course details, term time address, home address, phone number, email address, employment and education history.
 2. Address and bank details

How long is your information kept?

A – Dependant on type of information. Internal retention periods are detailed in the University’s Records Retention Schedules available online:

<http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsRetentionSchedules.aspx>

Who keeps your information updated?

A – Students are required to keep their student record up-to-date on [eVision](#) or request University employees to make updates for them. The Placement Team will make updates relevant to placements.

Will your information be used for any automated decision making?

A – No

Is any other information available?

A – 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>

A - 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/governancecompliance/governance/DataProtection/Pages/default.aspx>