

## Layered Privacy Notice

### Activity/Processing being undertaken: Talent Attraction

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 externally

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 make you aware of job opportunities within the University which we think would be of interest to you or suitable to your skill set based on your previous application or public profile.

### What is the legal basis for processing?

This will either be processed in terms of your consent if you have applied for a job at the University and we have asked you if you want to be made aware of upcoming positions, therefore in line with Article 6(1)(a) of the GDPR

Or

We may have contacted you directly based on information gained from publicly available sources regarding your experience and talents, in this situation we are processing your data (to make initial contact with you) in terms of Article 6(1)(f) of the GDPR as it is in the legitimate interests of the University to seek out exceptional candidates for positions. Any further contact would be as per your consent.

In both instances you can withdraw your consent for further contact by emailing [recruitment@napier.ac.uk](mailto:recruitment@napier.ac.uk)

### How are we collecting this information?

Either from you directly (in your application form) or from publicly available sources e.g. company website, LinkedIn profile

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

Contact details, job history, education, experience, achievements.

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

Recruitment team

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

Kept indefinitely unless you withdraw your consent, if you do withdraw consent we will maintain a record of that so that we do not contact you about opportunities in the future unless you request us to do so.

Different retention periods apply if you go on to apply for a position, 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 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.

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

Recruitment team where possible.

## **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>