



Privacy Policy

This document is about how we use, and how we look after the information we have about you. In summary;

You can always;

- Ask us for a copy of the information we have about you
- Ask us to update the information we have about you
- Ask us to delete the information we have about you
- Tell us if you are worried about the way we are keeping or using information about you and want to make a complaint about this.

We will always;

- Follow the law (called data protection or GDPR) on how we can keep and use the information we have about you
- Make sure our policies are the best they can be

We will never;

- Give the information we have about you to anyone else, unless...
 - You tell us we can
 - We think that doing so will protect you from harm
 - The law says we have to (e.g to prevent a crime)
- tell people about our work with you in a way that you can be identified, unless you have told us we can
- use the information you have given us to sell you anything,

The Widening Participation Team at Edinburgh Napier University need to keep the information we have about you safe and private. The rules (UK Data Protection Act 2018) means we need to be really clear with you what we use your personal data for and why. You need to agree to this (consent) before we can have you on our widening participation project. Unfortunately, you cannot be part of the project if you do not agree to this privacy policy as that will mean that we cannot use your information for the reasons given below.

We use your data to **allow you to participate in our project**. We would like to **communicate with you** by phone, text or email about the project and **provide information, advice and guidance** on your options after school and **let you know of any relevant events and activities** to support you with your choices and transition after school.

We might also use your data to **gain your feedback** on the project to help us improve for pupils who come on to the project after you. Finally, we may also use your data to monitor your **progression through the project and also your destination after school**. This is because we need to report to our bosses to tell them how successful we are.

Because we need to report on our success and make sure we are useful and impactful, we need to **collect a lot of personal information which might be from you and/or your parent/carer**. This includes personal information from you, contact information of your parent/carer, school information, your target and current exam results and school subjects.

We will not share your data with anyone else outside of Edinburgh Napier University unless you give us permission to do so and your information will be really safe on our university systems which only the widening participation team can view. We are also doing online data protection training online every year. The Widening Participation team will also be the ones updating your information and keeping your information safe.

The amount of time we keep your information on our safe servers will depend on when you sign up to be part of the project, **so this could be up to 7 years** as we will keep your information for at least one year after you leave school. For example, if you are in S1 we will have your information on our servers (and your parent/carer information) for 7 years including the final year of school but if you were in S6 we would keep it for 2 years (and your parent/carer information) including the final year of school.

If you would like more information, the full Privacy Notice or to ask us to update your information, you can email us on wideningaccess@napier.ac.uk

If you understand the above and agree that we can use your information in the above way, then please sign below:

Name (PRINT):	
Signature:	
Date:	
Parent/Carer Name (PRINT):	
Signature:	
Date:	