



Layered Privacy Notice

Activity/Processing being undertaken: Confirmation of student position to Winning Students Scholarship team

Edinburgh Napier University is providing you with this information in order for us to comply with UK data protection legislation (“the legislation”), the General Data Protection Regulation: EU 2016-679 (“GDPR”) and the UK Data Protection Act 2018 (“DPA 2018”) 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”.

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. There may be circumstances where we are required to disclose your data to other external third parties, including where we:

- have serious cause for concern for your safety,
- are required to do so under a statutory or legal obligation, or
- are permitted to do so by Data Protection legislation.

Who are we sharing your Personal Data with (externally)?

Winning Students Scholarship administered by University of Stirling as a joint “Data Controller”.

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

To confirm the student’s position against the Winning Students scholarship criteria as requested by the Winning Students Scholarship administration team.

What is the legal basis for processing?

The legal basis for processing is Article 6.1.(e) of the GDPR, for the performance of the University’s public task, namely the provision of education, including the necessary administration required, support and assistance provided where appropriate to facilitate the provision of education.

How are we collecting this information?

Information will be gathered from the Edinburgh Napier University student administration system (SITS) and from the Dual Career Scheme records managed by the School of Applied Sciences.

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

As per the Winning Students Scholarship conditions we will confirm (yes/no) that the student-athletes have met the following criteria:

- The nominee is a registered student at the university/college and pursuing an in-year academic attainment of at least 60 credits; and
- The nominee is in good standing as a student, high performance athlete and role model for the Winning Students Programme.

Who can see your information within the University?

The University Dual Career tutors, co-ordinators and administrators within the School of Applied Sciences.

How long is your information kept?

6 years after completion of studies.

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. The University is [Cyber Essentials Plus](#) accredited.

Who keeps your information updated?

The University Dual Career tutors, co-ordinators and administrators within the School of Applied Sciences. Students are required to inform appropriate University staff of the requirement to update their records if they are unable to do this themselves through their Student Record account.

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>