

Privacy Notice

Name of Process: ePay – Online Payments System

Data Controller	Edinburgh Napier University
Purposes for collection/processing	Processing on-line payments from customers
Legal basis	Our basis for processing this information is Article 6(1)(b) of the General Data Protection Regulation as we have a contractual requirement for the fulfilment and record of your purchase.
Whose information is being collected	Student, student sponsors and potential other customers
What type/classes/fields of information are collected	Name and student number. For the Store, a questionnaire may capture dietary requirements. Student card details are entered for WPM to process payment, but these are not captured/retained by the University
Who is the information being collected from	Data subject or third party paying on data subject's behalf
How is the information being collected	On-line entry
Who is personal data shared with externally	Transactions are processed via WPM (Education Payment Gateway) and Realex (Payment Service Provider)
How secure is the information	WPM and Realex hold the Payment Card Industry Security Standard (PCI DSS) For services provided locally by the University, 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 the information updated	Not applicable – data is collected as one-off transaction.
How long is the information kept for	Realex hold the card info for a year in the event of refunds to be made.

Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.	No
<p>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</p> <p>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</p>	