

Digital Support Partnership Research Project Privacy Notice

Name of Research Project: Digital Support Partnership Research Project

Description of Project: This research project is evaluating student and staff experience of the academic year 2020-21 during the Covid-19 pandemic. It is part of a university strategic project which aims to ensure an engaging student experience and the health and wellbeing of students and staff. Information will be gathered via several methods to evaluate how the university is supporting students and staff and we intend to publish in academic publications externally on our findings.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	We are collecting data to get an overview of how students and staff are experiencing the academic year and the rapid transition to online and blended teaching and learning approaches. Personal data will be completely anonymised before being analysed for general trends and patterns. The purpose of which is to improve the university support for learning and teaching and disseminate our findings in academic publications and conferences.
Legal basis	<p>Art 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the Controller by Statutory Instrument No. 557 (S76) of 1993 as amended, e.g. for education and research purposes.</p> <p>Where sensitive personal data is being processed the additional bases from Article 9 is: Art 9(2)(j) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.</p> <p>One aim of the research is to analyse the experience of online learning for students in demographics which may fall under Special Category Personal Data, with the purpose of informing the university support for such groups. All data will be anonymised and personally identifying data will be deleted. One member of the research team will check the anonymised data for possible risks of identifying individuals (e.g. a small programme cohort with one student with a physical disability) and these data points will not be used together in any subsequent outputs.</p>
Whose information is being collected	Edinburgh Napier University students and staff
What type/classes/fields of information are collected	<p>Students: programme, year of study, school, nationality, ethnicity, disability, health, gender, open survey text responses, audio recordings of focus groups discussions.</p> <p>Staff: role, department, ethnicity, nationality, ethnicity, disability, health, gender, open survey text responses, audio recordings of focus groups discussions.</p>

Who is the information being collected from	From the data subject directly
How is the information being collected	Data will be gathered via an online surveys, online student and staff focus group discussions, Moodle logs and discussion forums (staff only).
Is personal data shared with externally	No
How secure is the 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 the information updated	The researchers - Louise Drumm (Lecturer), Fiona Smart (Associate Professor), Cameron Graham (Lecturer), Kirsty McKay (Student Futures Graduate Recruitment Manager), Stuart Taylor (Lecturer), Imi Dencer-Brown(Lecturer), Ingeborg van Knippenberg (Lecturer), Claire Garden (Senior Lecturer)
How long is the information kept for	Audio and video recordings from focus groups will be deleted once they have been transcribed. Anonymised data from the online surveys, focus groups and Moodle can be retained for up to 10 years.
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>	

