

Your rights under the General Data Protection Regulation (the GDPR)

The GDPR determines how Edinburgh Napier University (the University) processes and protects your personal data and also gives you certain rights in relation to it. This guide explains what your rights are and how to exercise them. Please see below for a clickable list of contents.

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Overview of your rights under the GDPR

Timescale

We will respond to requests in relation to your rights within one month (30 calendar days) to either:

- **Provide you with the information you have requested**
- **Advise you of the action we have taken or**
- **Explain why your request has been refused**

If your request is excessive or complex we may need to extend the timescale by a further two months. If this is the case we will notify you.

Cost

All requests will be dealt with free of charge unless your request is unfounded, excessive or you have made the same request previously. If this is the case we may charge you a nominal fee to cover administrative costs. The reason for any charge will be explained to you.

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Please note that while the GDPR gives you the right to request the actions below there may be instances where your request is refused, click on a link below for full details

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**WHAT DO
YOU WANT
TO DO?**

**Find out what we are doing with
your personal information**

What you are entitled to:

You have the right to know whether we are processing your personal information, how and why.

We publish this information in the Data Protection Statements and Layered Privacy Notices here:

<http://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx>

Access your personal information

What you are entitled to:

You have the right to request a copy of the personal information we hold about you. We will provide this to you in an electronic format, unless you specify otherwise, free of charge*.

Your personal information will be provided to you within one month (30 calendar days) . Further time may be required if your request is complex or large, if this is the case we can extend our response time by a further two months but you will be notified of this within the first month.

Please note that the access is to data rather than records so depending on the nature of your request your data may be provided as an extract from a record. Data may be withheld from you if its release would adversely affect the rights and freedoms of others.

Access your personal information

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence. To allow us to deal with your request as quickly as possible please specify the data you wish to receive or identify the School/Service Area(s) which your request relates to.

Why your request might be refused:

- You have received the information previously
- Your request is unfounded (e.g. you have no relationship with the University) or excessive

***We may charge you if either or the above apply rather than refuse your request**

Correct an error in your personal information

What you are entitled to:

You have the right to request us to correct personal data we hold about you which is incorrect or incomplete. Your data will be amended within one month (30 calendar days)

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence. Please specify which data is incorrect and provide us with proof of the correct data.

Why your request might be refused:

- We are not satisfied that your information is incorrect
- You have not provided proof of the corrected data

Transfer your personal information

What you are entitled to:

You have the right to receive a structured, machine-readable version of the personal data you have provided to us and have this data transferred by us to another organisation.

Please note this right only applies to the following type of personal data

- **Personal data which is being processed by the University on the basis of your consent or as part of a contract**
- **Personal data which is processed by automated (i.e. not manual) means**

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence.

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Transfer your personal information

Why your request might be refused:

- The personal data is being processed for a basis other than under your consent or a contract
- The data is manually processed/not held electronically
- You have not provided proof of your identification

Remove your personal information

What you are entitled to:

You have the right to request us to erase personal information we hold about you. Please note this right only applies in the following situations:

- **The data is no longer required for the reason it was originally collected or we do not have a legitimate reason for processing it.**
- **The data is being processed under your consent and you have withdrawn your consent**
- **You have successfully objected to the processing (see [pages 12-13](#))**

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence. To allow us to deal with your request as quickly as possible please specify the information you want us to remove.

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Remove your personal information

Why your request might be refused:

- **We have a legitimate basis or legal obligation for processing the data**
- **The data is being held for archival purposes**
- **You have not provided proof of your identification**

Stop your personal information from being processed

What you are entitled to:

You have the right to object to your personal information being processed by us. Please note this right only applies when your personal data is being processed for the following purposes (see [page 4](#) for details of how to find out why your data is being processed).

- Legitimate interests or the performance of a public task
- Direct marketing
- Scientific/historical research or statistics
- You need the data for a legal claim

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence. To allow us to deal with your request as quickly as possible please specify the processing you are objecting to.

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**Stop your personal information from
being processed**

Why your request might be refused:

- We have legitimate grounds for the processing which outweigh the reasons for your request
- You have not provided proof of your identification

Restrict the processing of your personal data

What you are entitled to:

You have the right to request that we restrict (put a hold on) the processing of your personal data in the following situations:

- **The data is inaccurate (see [page 7](#) for correcting personal data)**
- **You have objected to the processing (see [pages 12-13](#))**
- **You need it for the for the establishment, exercise or defence of a legal claim**
- **We do not have a legal basis for processing the data but you do not want us to erase it**

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Restrict the processing of your personal data

What we need from you:

Please send your request to dataprotection@napier.ac.uk with proof of your identification such as a copy of your passport or driving licence. To allow us to deal with your request as quickly as possible please specify the processing you wish to restrict. See [page 4](#) for details of how to find out why your data is being processed.

Why your request might be refused:

- You have not provided proof of your identification

Object to a decision made by automatic processing

What you are entitled to:

You have the right to request to not be subject to a decision which has a significant effect on you, where the decision is made solely by automated means, i.e. without human intervention, including profiling. The University does not currently undertake any automatic processing where a decision is made without human intervention , but if we did, and if we ever do in the future, we would inform you of this via the Privacy Notices available here:

<http://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx>

How to make a request

To exercise any of the rights detailed in this guide please write to us at the address below. Please provide us with as much information as possible to deal with your request and provide us with a copy of your photographic identification such as driving licence or passport.

If you do not supply suitable proof of identification we may refuse to comply with your request until it is supplied.

Governance Services

Sighthill Campus 5.B.18

9 Sighthill Court

Edinburgh

EH11 4BN

Tel: 0131 455 6359

Email: Dataprotection@napier.ac.uk

How to appeal

If you are unhappy with our response to your request please write to us at the address below. Your request and our decisions and/or actions will be reviewed and you will be notified of the outcome.

Data Protection Officer

Sighthill Campus 5.B.18

9 Sighthill Court

Edinburgh

EH11 4BN

Tel: 0131 455 6359

Email: Dataprotection@napier.ac.uk