Record of Processing Activity

Name of Process: COVID Reset Mentoring Scheme

Data Controllers	Edinburgh Napier University Queen Margaret University
Purposes for collection/processing	We are collecting data so we can administer and evaluate the COVID Reset mentoring scheme for research staff at Edinburgh Napier and Queen Margaret Universities.
Legal basis	Where either Art 6(1)(b), performance of a contract (employment contract) where failure to provide the personal data requested will result in individuals not being able to participate in the mentoring scheme. In operating this mentoring scheme neither Edinburgh Napier University nor Queen Margaret University intend to collect or process any special category (sensitive) personal data specifically
Whose information is being collected?	Information from members of staff at Edinburgh Napier or Queen Margaret University who are taking part in the cross-institutional mentoring scheme
What type/classes/fields of information are collected?	Mentors and mentees - name, job title and organisation, email details, gender, a personal profile and information which enables us to match you with others as appropriate during the course of the mentoring relationship
Who is personal data shared with externally?	The data will be shared with staff administering the mentoring scheme at Edinburgh Napier University and Queen Margaret University
Who keeps the information updated?	It is up to the individual participants to ensure that their information is accurate and up-to-date and to notify us of any changes.
How long is the information kept for?	Your information remains on our Mentoring spreadsheet until you ask us to close your profile when you withdraw from the programme at which time your profile will be deleted. We will also transfer basic monitoring information to RIE reports. Information is visible only to staff granted administrative permissions and will be used solely to support your participation in the mentoring programme. Your information will remain on this system for 5 years to support monitoring and reporting and in line with departmental policy.