

## **Layered Privacy Notice**

### **Activity/Processing being undertaken: School of Health and Social Care – Student Practice Learning Evaluation**

Edinburgh Napier University is providing you with this information in order for us to comply with the General Data Protection Regulation (EU) 2016/679, 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”.

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

Your data will not be shared externally.

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. We will only disclose your data to external third parties (other than any specified above) where we:

- Have your consent
- Are required to do so under a statutory or legal obligation, or
- Are permitted to do so by Data Protection legislation.

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

To improve students’ Practice Learning Experience and compile anonymised statistics and reports on the evaluation of practice learning and its impact.

#### **What is the legal basis for processing?**

As per your consent in terms of Art 6(1)(a) and 9(2)(a) of the GDPR.

You can withdraw your consent at any time after responding to the survey by emailing [Sighthill.placements@napier.ac.uk](mailto:Sighthill.placements@napier.ac.uk)

#### **How are we collecting this information?**

Via InPlace

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

Your name and matriculation number.

We do not request any further personal information but you may choose to provide it in your answers discussing your experiences.

All data will be anonymised before being shared.

#### **Who can see your information within the University?**

Staff within School of Health and Social Care and School Support Service

**How long is your information kept?**

Your personal information will be held for 4 years from date of collection.

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.

Please note InPlace is a 3<sup>rd</sup> party system. You can find the Privacy Notice for that system at the link below:

[https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Documents/Layered\\_Privacy\\_Notices/InPlacePrivacyNotice.pdf](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Documents/Layered_Privacy_Notices/InPlacePrivacyNotice.pdf)

**Who keeps your information updated?**

There will be no requirement to update information.

**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>

