Layered Privacy Notice

Activity/Processing being undertaken: Widening Participation Networking Group

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)?
The networking group is operated via Facebook and Instagram and you can view their privacy policies via the link below. Please note that by joining this networking group via Facebook and/or Instagram (which will host your data both in and outwith the EEA) you will be supplying your personal data to those sites and as such you are accepting and consenting to the practices in their Privacy Policy which can be accessed at the links below. Edinburgh Napier University is not affiliated with these sites in any way, is using its services solely for the purposes of facilitating this networking group and does not accept any responsibility or liability for personal data which you have chosen to provide to such third party sites.

Facebook Privacy Policy: https://www.facebook.com/policy.php
Instagram Privacy Policy: https://help.instagram.com/155833707900388

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)?
As an incoming student to Edinburgh Napier University, this group has been created for you to ask questions, and to share hints and tips about studying and student life with other offerholders and our carefully selected student ambassadors. By doing this we hope to make your transition to Edinburgh Napier University as easy as possible.

What is the legal basis for processing?
Our legal basis for contacting you about the Networking Group is in terms of Article 6(1)(e) of the GDPR as it is within our public task of providing an education to provide you with related advice and support. You can opt-out of receiving further communications from the Widening Participation team prior to matriculating by contacting wideningaccess@napier.ac.uk

Your participation in the Networking Group is as per your consent in terms of Article 6(1)(a) of the GDPR.

You can withdraw your consent, (ask to be removed from the group) by contacting wideningaccess@napier.ac.uk

For information on removing your information from Facebook and Instagram please view their help-pages
Facebook:https://www.facebook.com/help/250563911970368?helpref=hc_global_nav
Instagram: http://help.instagram.com/139886812848894?helpref=page_content

How are we collecting this information?
You will be entering your information directly to Facebook/Instagram

What information are we collecting (whose information and what type of personal data)?
Widening Participation students – names, contact details.
We will not share any further personal information about you with the Networking Group, it is a closed group which is only accessible by other Widening Participation students who are matriculating at Edinburgh Napier University this year.
Content will be moderated by Edinburgh Napier University staff and the Community Guidelines (available on the group page) must be followed.

Who can see your information within the University?
Widening Participation Team, other Widening Participation students who are members of the Networking Group

How long is your information kept?
The group will be closed down once Trimester 2 ends.
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?
Please view the Information Security policies below

Facebook:
https://www.facebook.com/help/235353253505947?helpref=hc_global_nav
Instagram:
https://help.instagram.com/155833707900388/?helpref=hc_fnav&bc[0]=Instagram%20Help&bc[1]=Privacy%20and%20Safety%20Center

Who keeps your information updated?
You can update your information directly.

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.
Facebook and Instagram may host your data in countries outwith the EEA

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