

Layered Privacy Notice

Activity/Processing being undertaken: Engagement with individuals, employers, students, alumni and staff for the purposes of them interacting with Edinburgh Napier University's Employability & Careers team (previously known as Student Futures) and participating in the services they provide.

Edinburgh Napier University provides this information to explain how we use your personal data. Protecting your personal data is important to us and we only collect and process data which is necessary for us to provide the information, services and goods you require. This is in compliance with UK data protection legislation ("the legislation"), that is, the UK Data Protection Act 2018 ("DPA 2018") and the General Data Protection Regulation: EU 2016-679 ("GDPR") as amended by "EU Exit" Regulations 2019 and now known as the UK GDPR.

Who is collecting the information?

Edinburgh Napier University as the "Data Controller".

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

The University undertakes to maintain your information securely and will restrict access to employees, students (as appropriate), mentors, our professional advisers, authorised agents and contractors as relevant to the purposes.

Please note that the University uses a secure third-party software application, CareerHub, to manage some of the data you have provided. The application is used for the purposes of recording and administering your activity in terms of events, jobs and interaction with the University and provide you with the opportunity to advertise and or apply for jobs on the Jobs portal. It will not be used for any other purposes and your data will not be added to any mailing list or shared with any other third parties. If you would like further information please see CareerHub's privacy policy at <https://www.symplicity.com/support/privacy-policy>.

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. There may be circumstances where we are required to disclose your data to other external third parties, including where we:

- have serious cause for concern for your safety,
- 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)?

Main purpose is to keep a record of your activity with the University and to enable us to continue to develop a relationship with you and provide support services. Examples of activities are listed below:

- In order for you to participate in our Career Mentoring Programme which supports students in developing their career thinking and to provide mentors with information relevant to their role as mentor.
- To record and administer engagement in terms of career events and activities with the students on campus. Please note it is standard practice to record

online events so students are able to access the materials for future reference.

- To record and administer your activity in terms of jobs and work-based learning opportunities with the University and to enable you to advertise jobs on the jobs portal.

Career Readiness Survey

- Information is collected in order to measure learning gain on career thinking and employability, identify employability needs and provide personalised career support, guidance and communication.

Exit Survey

- Information is collected as part of graduation registration to understand graduate employability, in order for us to identify employability needs and provide personalised career support, guidance and communication post-graduation.

What is the legal basis for processing?

When you agree to support or participate in an event this supports the University in its public task of providing education, etc., as required by Statutory Instrument 1993 No. 557 (S.76). Therefore, the legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University's Statutory Instruments: "for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship", support for those objects and the administration thereof.

How are we collecting this information?

Students' data is captured on myFuture on matriculation, additionally, via email contact and/ or individual/organisation registration which is input onto the myFuture system. If you are an Alumni you can ask for your activity to be recorded on our Alumni database.

Employers' data is captured on myFuture via organisation registration, additionally via email contact, Microsoft Forms and other University information gathering tools where data will be stored on secure shared access drives by the Employability & Careers team.

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

We will be collecting information from students, alumni and employers.

We will collect the following types of personal information:

- name
- job title and organisation
- contact details
- course and year of study, and
- personal profile if relevant to the activity you are participating in
- employment information

Who can see your information within the University?

University Administration staff including Employability & Careers Staff and CareerHub support staff for the purpose of administration, providing services, communication, maintaining and updating the software, etc.

Students will be provided with your personal profile information as part of their preparation for events or mentoring programme.

For further queries please contact myFuture@napier.ac.uk.

How long is your information kept?

From the date of your last involvement with the University plus 6 years.

Who keeps your information updated?

It is up to all individuals to ensure that their information is accurate and up-to-date and notify us of any changes.

For further queries please contact myFuture@napier.ac.uk.

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://www.napier.ac.uk/privacy-policy>

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://www.napier.ac.uk/privacy-policy>

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