



## **Layered Privacy Notice**

### **Activity/Processing being undertaken: Associate Staff (including those under the Research Student category)**

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)?**

Your information 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:

- 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)?**

Associate Staff are unpaid but we need to add their personal details to the HR Database to grant them access to certain systems at the University to carry out their Associate Staff role.

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

For Associate Staff who are also students: As part of the University’s stated objects of providing education, research and in terms of Article 6(1)(b) of the General Data Protection Regulation.

For Associate Staff who are not also students: As per Art 6(1)(e) as we require to process your personal information in order to provide you with access to systems to carry out your remit.

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

Data is collected via paper format or electronically via email. This is provided by the data subject via the School/ Department.

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

Associate Staff: Name, contact details, date of birth,

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

Your host line manager and those in the HR team with access to personnel files.

**How long is your information kept?**

This information will be kept on your personnel file for the duration of your time at the University, plus 7 years from leaving.

Further information can be found online at:

<https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx>

**Who keeps your information updated?**

Yourself by contacting Human Resources to advise of any changes.

**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?**

\*This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data.

You can access all the University's privacy notices using the following URL:

<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>