EDINBURGH NAPIER UNIVERSITY

CATERING MANUAL TRADING PRIVACY NOTICE

1. Introduction

1.1. Recuperation of monies owed to Edinburgh Napier University Catering

Edinburgh Napier University is providing you with this information in order for us to comply with UK data protection legislation ("the legislation"), the General Data Protection Regulation: EU 2016-679 ("GDPR") and the UK Data Protection Act 2018 ("DPA 2018") as amended by "EU Exit" Regulations 2019 and now known as the UK GDPR, which requires us to tell you what we do with your personal information.

2. Who is collecting the information?

Edinburgh Napier University as the "Data Controller".

3. Who are we sharing your Personal Data with?

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.

4. Why are we collecting it/what we are doing with it (purposes)?

We are collecting this information for the recuperation of monies owed to Edinburgh Napier University catering during an IT system outage.

We will contact you via the email address provided to arrange payment. In the email you will be asked to return to the catering outlet to pay the outstanding monies with instructions provided on how to do this.

5. What is the legal basis for processing?

Art 6(1)(b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;"

Please note that providing the personal data requested is necessary to complete the catering transaction for goods received whilst the catering tills are offline.

Failure to provide this information may result in your order not being processed.

We kindly ask for your cooperation in providing the required information to ensure a smooth and efficient experience.

If you have any concerns or questions about the information requested, please feel free to contact Marc Henry, Head of Hospitality, email: m.henry@napier.ac.uk

6.   How are we collecting this information?

We will be collecting this information directly from the customer.

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

We will be collecting data from customers of Edinburgh Napier University Catering.

We will collect the following information types:
- Name
- Matriculation Number
- Amount spent

8.   Who can see your information within the University?

Property & Facilities will have access to this information.

9.   How long is your information kept?

No more than 10 working days.

Further information can be found online at:
https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx

10.   How secure is your information?

Hardcopy/paper records will be store securely by Property & Facilities.

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 or 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.

11. **Who keeps your information updated?**

The customer

12. **Will your information be used for any automated decision making or profiling?**

No

13. **Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.**

No

14. **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