Privacy Notice

Commercial Programmes run in conjunction with the British Council, Scottish Enterprise and other funders.

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.

*Data Controller	Edinburgh Napier University
*Purposes for collection/processing	The purpose of data collection here is: To assess applicants' suitability for enrolment, which is likely to require the University and partner organisations to share applicant personal data in order to make joint decisions about which participants can be offered a place on the course. Data generated through matriculation will be shared with partners for their own monitoring purposes e.g. to monitor EDI performance indicators on successful applicants. Data will be used for ongoing administration and management of courses. Please see the University's main Student Privacy Notice here: staff.napier.ac.uk/dpstatements
*Legal basis	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" and the administration thereof. The legal basis for special category personal data is Article 9 public interest proportionate to the aim pursued, as set out in the Data Protection Act 2018 and the University's main Student Privacy Notice.
Whose information is being collected	Applicants (applicant data) and then those who are successfully offered a place (matriculation data) nad thereafter attend the course.

What type/classes/fields of information are collected	Name, identifying numbers, contact details, sensitive personal data, educational details, financial information, etc. for the purposes mentioned above e.g. application, matriculation and administration of the course and award.
Who is the information being collected from	From the data subject (applicants and those students being matriculated)
How is the information being collected	Online form – application online form and matriculation online form
*Who is personal data shared with internally and externally	Edinburgh Napier University employees as necessary and those of the partner / funder organisation.
Who keeps the information updated	Students can keep their information updated using the eStudent Record portal (available on MyNapier).
*How long is the information kept for	6 years after termination of studies. Information required for the core student record and enhanced (HEAR) transcript will be retained permanently.
*Will the data be used for any automated decision making	No
*Is information transferred to a third country outside the UK?	Where partner / funder organisations are based outside the UK and transferring personal data outside the UK is a specific requirement of the partner / funder. Transfer safeguards will be in place.

*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