

ENroute/Higher Education Academy (HEA) Fellowship Privacy Notice

Activity/Processing being undertaken: Enrolment for ENroute/HEA Fellowship

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”, specifically the Department of Learning and Teaching Enhancement

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

Your data is not shared with any third parties.

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)?

To administer and process your application for ENroute/HEA Fellowship

What is the legal basis for processing?

We are processing your personal information to fulfil our public task of supporting and providing the HEA Fellowship as per Article 6(1)(e) of the GDPR

How are we collecting this information?

Directly from participants via email, pre-submission form or claim form, or from HR Connect.

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

Staff data – name, email address, job role, department, staff number, length of service, confirmation of completion of PG Certificate, progress and award of HEA Fellowship.

Who can see your information within the University?

Staff within the Department of Learning and Teaching Enhancement and the External Reviewer who is an Associate staff member.

During the process for gaining Fellowship of the HEA we provide registration information to Deans of the School through the School’s HR Partner and those involved within a learning or teaching lead role with your department.

Following successfully gaining Fellowship of the HEA, we will inform your Line Manager, Dean of School or Head of Department, members of the ULT/SLT and those involved within a learning or teaching lead role with your department.

How long is your information kept?

Award details are held permanently. All other information kept for 2 years from the end of the current academic year.

Who keeps your information updated?

It is the participant's responsibility to inform ENroute of any updates to their personal details.

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.

Participants may be located in countries outside the EEA but their information will not be shared with any 3rd parties within those countries.

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>