

## **ENroute/Higher Education Academy (HEA) Fellowship Privacy Notice**

### **Activity/Processing being undertaken: ENroute/HEA Fellowship Membership**

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 record your ENroute/HEA Fellowship membership and to contact you about matters relevant to your membership – invitations to join Academic, Quality or Review panels and information about internal learning and teaching events or initiatives.

### **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 – contact details and record of 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.

As a member of the ENroute/HEA fellowship you may be invited to join Academic Quality or Review Panels, for this purpose your status as member will be shared internally with those responsible for such panels.

**How long is your information kept?**

Award details are held permanently.

**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 3<sup>rd</sup> 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>