

Privacy Notice

Name of Process: Sharing of Student Representatives details between Edinburgh Napier University and Edinburgh Napier Student's Association (ENSA) as joint Data Controllers.

Description of Process:

Edinburgh Napier University conducts elections for Programme Representatives (Reps) on behalf of ENSA and shares this information with ENSA.

The information is used by both organisations to ensure that the Reps are able to make representations to the University on behalf of their class colleagues, attend and contribute to appropriate committees, councils and other such groups, there is open communication, collaboration and excellent staff-student body relationships.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	<p>The purposes of processing are:</p> <ul style="list-style-type: none"> To enable ENSA to provide training, support and advice, and ensure that all matters relating to student representation are done in line with the ENSA constitution. To enable the University to communicate and collaborate with Reps to ensure an excellent student experience. <p>Further information is available on the ENSA website: "Your programme leader should be asking your class for volunteers at the start of term. The University needs student input into its decision-making, to keep it up to date and relevant in what it delivers to its students, and ENSA trains the Reps and provides them with support and advice in making their representations to the University on behalf of their class colleagues."</p> <p>For the avoidance of doubt: Rep information is shared only for the purposes above, not for marketing, research or promotion.</p>
Legal basis	<p>The University shares personal data with ENSA under GDPR Article 6(1)(c) as processing is necessary for a legal obligation under the Education Act 1994 s.22.</p> <p>As ENSA is established under this same instrument there exists a legal obligation for sharing data between the University, as the institution through which ENSA is established, and ENSA for the purposes outlined above.</p>
Whose information is being collected	Student Representatives
What type/classes/fields of information are collected	Name, University email address, matriculation number, Programme of Study, Year of Study, Level of Study (UG/PG), Mode of Study (FT/PT), Dietary Requirements

Who is the information being collected from	From the data subject
How is the information being collected	Initially at matriculation then during the Student Reps elections
Who is personal data shared with externally	Shared between Edinburgh Napier University and ENSA as joint-controllers
Who keeps the information updated	-Students have access to update their information on University systems through eVision and School Offices -ENSA updates on notification by individual
How long is the information kept for	Information is retained as required by the University's Records Retention Schedule. With the implementation of the Higher Education Achievement Report (HEAR) a 'core' record of student representation will be kept permanently to accompany student transcripts. For ENSA's records retention schedules, please see: https://www.napierstudents.com/pageassets/privacy/Records-Retention-Schedule.pdf
Will the data be used for any automated decision making No	
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list. No	
<p>*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</p> <p>*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</p>	