

## Privacy Notice

### Name of Process: ePay – Online Payments System

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	Processing on-line payments from customers
Legal basis	Our basis for processing this information is Article 6(1)(b) of the General Data Protection Regulation as we have a contractual requirement for the fulfilment and record of your purchase.
Whose information is being collected	Student, student sponsors and potential other customers
What type/classes/fields of information are collected	Name and student number. For the Store, a questionnaire may capture dietary requirements. Student card details are entered for WPM to process payment, but these are not captured/retained by the University
Who is the information being collected from	Data subject or third party paying on data subject’s behalf
How is the information being collected	On-line entry
Who is personal data shared with externally	Transactions are processed via WPM (Education Payment Gateway) and Realex (Payment Service Provider)
Who keeps the information updated	Not applicable – data is collected as one-off transaction.
How long is the information kept for	Realex hold the card info for a year in the event of refunds to be made.
Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the UK/EEA and not included in the adequate countries list.	No
*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>