

## **Layered Privacy Notice - Photography and Film / Video**

**Activity/Processing being undertaken:** Storage of photos and video in the University Image Library.

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”.

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

These assets are shared with the University's partner agencies.

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)?**

We are collecting photos and film (all with the subject's consent) to be used in Marketing and Communications materials for the university. This will include print and web usage.

**What is the legal basis for processing?** Photography/filming is being processed as per your consent in terms of Article 6(1)(a) of the GDPR.

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

We are collecting and storing photo and film footage. Your name may be stored in the asset details and description.

### **Who can see your information within the University?**

All university staff have access to the image library. Students can be registered users, but only with permission from their tutor or supervisor and only for specific projects.

**How long is your information kept?**

Photos and film will be stored and accessible for 5 years. If historical value is identified, the assets will be moved to our film and photo archive. This archive is only available to Marketing and Communications staff.

**Who keeps your information updated?**

Individuals are required to advise Marketing and External Relations colleagues if their personal data needs updating.

**Will your information be used for any automated decision making or profiling?**

No

**Is information transferred to a third country? Outside the UK/EEA and not included in the adequate countries list.**

Photos and videos will be hosted on third-party websites, potentially hosted outside the EEA.

**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>