



## Layered Privacy Notice

### Activity/Processing being undertaken: InPlace – Nursing Student Placement Administration 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.

#### Who is collecting the information?

Edinburgh Napier University as the “Data Controller”.

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

The Edinburgh Napier University InPlace System is used to manage your placements and as such we will be sharing some of your information held on the system to external agencies (placement providers, NES).

Please note InPlace is a 3<sup>rd</sup> party software system (their privacy notice can be found below).

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)?

In order to facilitate accredited work-based learning to enhance students’ learning experience and contribute to their learning and education.

#### What is the legal basis for processing?

As part of the University’s stated objects of providing education, research and general scholarship, as per the University’s Statutory Instruments and to enable the University to fulfil any contractual obligations. General Data Protection Regulation Article 6. 1. (b) & (e) and 9 .2. (i) refer.

#### How are we collecting this information?

Part of the data will be transferred across from the University’s student database (SITs) and part will be entered directly onto the InPlace system yourself.

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

Nursing students:

Contact details, programme, status, health data (relating to compatibility to placements)

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

Placements Team and relevant Academic staff

**How long is your information kept?**

Information will be held as per requirement for all Nursing Student records – 35 years after graduation.

**Who keeps your information updated?**

You can update your information yourself via SITs for contact details and directly on the InPlace system for health data.

**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.**

No

**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>