



LibCal – Privacy Notice

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)?

Springshare, the provider of LibCal, as a “Data Processor”.

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 and administer your attendance at workshops/training events.

What is the legal basis for processing?

As per your consent under Article 6(1)(a) of the Regulation. You can withdraw your consent at any time by contacting e.barry@napier.ac.uk or library@napier.ac.uk.

How are we collecting this information?

Your information is collected when you enter your name and email address to book on an event.

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

Name and email address, plus any other details you enter when booking on an event.

Who can see your information within the University?

Edinburgh Napier University Professional Services staff including Information Services and Research & Innovation Office staff.

How long is your information kept?

Your information will be stored for three months after booking on an event.

How secure is your information?

The service provider, Springshare, keeps all EU system information on an AWS server cluster in Ireland. See information about AWS and Privacy Shield at: <https://aws.amazon.com/compliance/eu-us-privacy-shield-faq/>

Who keeps your information updated?

Your booking details are kept only for the administration of events, and will be deleted within three months.

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.

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>