



Layered Privacy Notice

Activity/Processing being undertaken: Student Mentoring – Privacy Notice for Mentors

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 University undertakes to maintain your information securely and will restrict access to employees, students (as appropriate), our professional advisers, authorised agents and contractors on a strictly need to know basis. We will only disclose your data to external third parties 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 for you to participate in our Career Mentoring Programme which supports students in developing their career thinking and to provide you with information relevant to your role as mentor.

What is the legal basis for processing?

As per your consent given when you agreed to participate in the Mentoring Programme, you can withdraw your consent by contacting:

careermentoring@napier.ac.uk

How are we collecting this information?

We will be storing this information in a secure spreadsheet.

We also have a student records system and will transfer your basic monitoring information to this system, myFuture, in order to record your link with each student you mentor. If you are an Alumni your status as Mentor will also be recorded on our Alumni database.

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

Mentors - name, job title and organisation, a personal profile and information which enables us to match you with students/mentees as appropriate during the course of the mentoring relationship.

Who can see your information within the University?

Staff within the Student Futures Service and academic staff supporting the planning and delivery of our mentoring programme to enable them to match students with mentors and to provide support to you as a mentor.

How long is your information kept?

Your information remains on our Mentor spreadsheet until you ask us to close your profile when you withdraw from the programme at which time your profile will be deleted. We will also transfer basic monitoring information to our Career Hub platform. Information is visible only to staff granted administrative permissions and will be used solely to support your participation in the mentoring programme. Your information will remain on this system for 6 years to support monitoring and reporting and in line with departmental policy.

Who keeps your information updated?

It is up to all individuals to ensure that their information is accurate and up-to-date and notify us of any changes.

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>