



Layered Privacy Notice

Activity/Processing being undertaken: Mentoring - Students

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, mentors, 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 administer your participation in our Employer Mentoring Programme which support students in developing their career thinking.

What is the legal basis for processing?

Article 6(1)(e) – Processing is necessary for the performance of the University’s official authority as vested in the Data Controller by Scottish Statutory Instruments 1993 No.557 (S.76) as amended, that is, the provision of education, etc.

How are we collecting this information?

Through the myFuture Platform.

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

Students - name, course and year as basic information, and then you will provide a personal profile yourself which serves as an introduction for mentors to get to know a bit more about the student they are mentoring.

Who can see your information within the University?

ENU staff to enable them to match you with mentors and the mentor with whom you have been matched.

How long is your information kept?

Student information regarding participation in the mentoring programme is recorded on the myFuture portal and becomes part of your student record. This is to aid with monitoring and reporting within the University.

Who keeps your information updated?

As all users have access to their profiles in MyFuture it is up to all individuals to ensure that their information is accurate and up-to-date.

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>