

Privacy Notice

Name of Process: Post Graduate Diploma in Midwifery

Description of Process: Provision of applicant's data to NHS Health Boards to enable a joint recruitment process between Edinburgh Napier University and appropriate Health Boards

(Student secondment model)

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.

Data Controller	Edinburgh Napier University
Purposes for processing	To enable a joint recruitment and selection process between Edinburgh Napier University and NHS Boards
Legal basis	Art 6(1) (e), exercise of official duty vested in the Controller under Statutory Instrument no. 557 of 1993 (S.76) for the purposes of providing education.
Whose information is being collected	Applicants
What type/classes/fields of information are collected	<p>We will collect and hold some or all of the required information about you, if you apply to study with us including:</p> <ul style="list-style-type: none"> • Personal and contact information e.g. names, addresses, email addresses and telephone numbers; and may also include images in photographs or films • Education details, student records including examination certificates, transcripts and references. • Any relevant employment details • Financial information to verify your eligibility for fees and financial support • Nationality <p>We may also need to process information, where necessary, which may be considered sensitive and is known as special categories of data, including:</p> <ul style="list-style-type: none"> • To meet a legal obligation such as immigration law or health and safety law • Monitoring our compliance with equality law, only for applicants who apply to UK course • To accommodate a special need you have disclosed to use such as dietary requirements or a disability <p>We may ask you to declare:</p> <ul style="list-style-type: none"> • Religious or other similar beliefs • Racial or ethnic origin • Sexual life, sexual orientation • Physical or mental health details • Alleged offences and offences

	<ul style="list-style-type: none"> • *Criminal proceedings, sentences or outcomes you are expected to declare
Who is the information being collected from	Applicants via website application
How is the information being collected	<ul style="list-style-type: none"> • From Applications submitted electronically through our university web portal • From Applicants and Offer Holders via email
Is personal data shared externally	Yes, with NHS health Boards to enable a joint recruitment and selection process
Who keeps the information updated	Applicants must inform the University of any updates to their information.
How long is the information kept for	<p>Unsuccessful applicants' data will be deleted the year following their application.</p> <p>Successful applicants' data will be retained for 6 years after they leave the University</p>
Will the data be used for any automated decision making	Yes
Is information transferred to a third country? Outside the UK and not included in the adequate countries list.	No

*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>