



Layered Privacy Notice

Activity/Processing being undertaken: Procurement Request Process

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 Procurement Request System is provided by a 3rd party, however they will only have access to personal data if there is a technical issue with the platform. In which case a subset of data will be transmitted via a secure portal interface directly to them. They store the data on a secure server located in the E.U and delete the data as soon as the issue has been investigated.

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)?

We are using your data to manage the procurement request process. We use it to identify and authenticate you to elements within the process.

What is the legal basis for processing?

6(1)(b) & (e): Task to complete the authorisation of purchase requests pertaining to procurement or non-influenceable spend processes.

How are we collecting this information?

We use the data you supplied to the University and the data we assigned to you to identify you within the organisation when you joined.

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

Staff - name, identifying numbers, contact details.

Who can see your information within the University?

Procurement, Finance Business Partners within the organisation, delegated financial authorities within the organisation and Information Services

How long is your information kept?

CAY + 6 year

Who keeps your information updated?

You, the data subject via the HR Connect portal

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>