Layered Privacy Notice

Activity/Processing being undertaken: Careers in Online Research Survey and Principal Investigator and Research Leaders Survey

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)?
Jisc and Vitae as "Data Processors".

Jisc stores your response to the survey on our behalf.

For more information you can view the:
Jisc privacy policy: https://www.jisc.ac.uk/website/privacy-notice#

Jisc takes the protection of your personal data very seriously. Jisc is hosting the systems in Amazon Web Services (AWS), in the Ireland availability zone. The information security of AWS is managed in conformance with the requirements of ISO 27001.

Vitae uses the anonymised data collected to produce national reports.

For more information you can view the:
Vitae privacy policy: https://www.vitae.ac.uk/policies/privacy-policy

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)?

1. We are collecting your feedback on your experience of being a researcher, or research leader, at Edinburgh Napier. This is collected with the aim of improving the researcher experience by responding to the feedback received from our research community.
2. We are reporting the information back at University level to help make improvements to the researcher experience and also aid future planning

processes. This information is reported back on an anonymous and aggregated level.

What is the legal basis for processing?

As per your consent in terms of Art 6(1)(a) and 9(2)(a) of the GDPR.
Your participation in the survey is voluntary and all questions are optional.

You can withdraw your consent at any time by emailing RIOevents@napier.ac.uk

How are we collecting this information?
We are collecting the information directly from the relevant staff using an online survey tool.

What information are we collecting (whose information and what type of personal data)?
We are collecting data from current researchers.
We will collect the following data (however all these questions are optional and those taking part can choose not to answer them) –

- Age
- Gender
- Disability
- Subject area
- Employment status
- Ethnic group
- Experiences of being a researcher

Who can see your information within the University?
Access to the raw data is restricted to the Planning & Intelligence team and Research and Innovation team for analysis purposes. After that staff within the institution have access to aggregated and anonymised results through written reports.

How long is your information kept?
Raw data is held for 3 academic years from the date of collection.

Further information can be found online at:
https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx

How secure is your information?
For services provided locally by Information Services, information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy or your personal data.

The University makes use of a number of third party, including "cloud", services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation.

Who keeps your information updated?
There is no requirement to keep the information updated – once the feedback is provided it remains the same.

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