

Privacy Notice

Name of Process: Scottish Modern Universities Northern Ireland Tour

Description of Process: Follow up contact with students who expressed an interest in studying at Edinburgh Napier University (ENU).

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 collection/processing	To send you information about ENU and our undergraduate courses.
Legal basis	As per your consent given at the Scottish Modern Universities NI Tour and passed to us by Queen Margaret University (Article 6(1) of the General Data Protection Regulation). If you no longer wish to hear from us and want to withdraw your consent you can do so at any time by emailing studentrecruitment@napier.ac.uk
Whose information is being collected	School pupils considering applying to the University
What type/classes/fields of information are collected	Name, contact details, university subjects that student interested in.
Who is the information being collected from	Directly from students by Queen Margaret University (QMU)
How is the information being collected	By forms completed by students at the tour and passed to ENU
Who is personal data shared with externally	Your data is not shared externally once it is passed the ENU
Who keeps the information updated	Please advise University colleagues if your personal data needs to be updated.
How long is the information kept for	One year from collection.
Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the UK, EEA 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>