

Privacy Notice

The Scottish Policing Academic Centre of Excellence (SP-ACE), hosted by 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.

Name of Process: **Scottish Policing Academic Centre of Excellence (SP-ACE) administration**

SP-ACE works to develop evidence-based solutions for policing regarding safety, prevention, and analytics. It is primarily led by Edinburgh Napier University, with key partners including the University of St Andrews, Glasgow Caledonian University, and the University of Edinburgh.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	<p>SPACE brings academics, practitioners and other colleagues together around central themes to meet for knowledge exchange purposes, including identifying knowledge gaps and research priorities, then commissioning and managing research projects.</p> <p>As part of this work, we process appropriate personal data in order to involve the necessary people, arrange meetings and events, commission research projects and undertake all the necessary work to administer and manage those projects.</p>
Legal basis	<p>Where either Art 6(1)(b), performance of a contract, where the personal data is necessary to enable us to fulfil the contract or take the necessary steps to do so. The legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instrument No. 557 (S76) of 1993: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship”, “to do anything incidental ... to the furtherance of the objects of the University” and the administration and support thereof.</p> <p>Special Category data is processed under Article 9.2 (g) - as permitted by under section 10(3), and Schedule 1, of the Data Protection Act 2018 for the</p>

	<p>processing of special category (sensitive) personal data for the purposes of:</p> <ol style="list-style-type: none"> 1) Part 2(6) - Statutory purposes (see 6.1 (e) above) 2) Part 2(8) – Equality of opportunity or treatment <p>We will monitor key EDI data, ensuring this is separate from any peer review and evaluation.</p> <p>In designing our approach to EDI monitoring we will be cognisant of Advance HE guidance on collection of diversity monitoring data. Our purpose of collecting EDI monitoring data includes ‘identifying inequalities and implementing initiatives to address problems uncovered’ (Advance HE: p.3).</p> <p>We ask grant applicants for monitoring data relating to age; disability; ethnicity, race (and nationality); sex and gender identity; sexual orientation; religion; social background; career breaks (pregnancy, maternity and parental leave); caring responsibilities (or other circumstances impacting on researchers career trajectories); career stage; and ‘other’ relevant characteristics applicants may wish to disclose. This data will be collected separately from other information and pseudonymised at the point of collection and will be used to understand the success rates of applicants based on their protected characteristics and demographic data.</p> <p>Where applicants refuse to provide such information, we will seek to understand reasons for refusal to do so. We are cognisant of data protection guidelines and principles including proportionality, particularly for collection of sensitive personal information.</p> <p>Where Project information is shared with Peer Reviewers based outside the UK, SP-ACE relies on Article 49.1.(c) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person. Researchers and Reviewers must refer to their agreement with SP-ACE for further information.</p>
<p>Whose information is being collected</p>	<p>The Scottish Policing Academic Centre of Excellence (SP-ACE) collects personal information relating to individuals who engage with or participate in SP-ACE activities. This may include academic staff and researchers, professional services staff, postgraduate researchers, peer reviewers and panel members, policing practitioners and partner organisation</p>

	<p>representatives, advisory group members, event speakers and attendees, funding applicants and project team members, and individuals who subscribe to SP-ACE communications or make enquiries. We only collect personal information that is necessary to support the administration, governance, research coordination, funding management, and engagement activities of SP-ACE.</p>
<p>What type/classes/fields of information are collected</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Personal details, including any information that identifies the data subject and their personal characteristics, including: name, address, contact details, sex, and nationality. <input checked="" type="checkbox"/> Family, lifestyle and social circumstances, we expect this to only include caring responsibilities. <input checked="" type="checkbox"/> Education and training details, including information which relates to the education and any professional training of the data subject, including student number, academic records, qualifications, skills, training records, professional expertise. <input checked="" type="checkbox"/> Employment details, including information relating to the employment of the data subject, including employment and career history, job title/role, work contact details and employer. Short CV's which include both education and employment details will be collected from researchers applying for funding. <p>Special category (sensitive) personal data concerns, reveals or is about:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> racial or ethnic origin <input checked="" type="checkbox"/> religious or philosophical beliefs <input checked="" type="checkbox"/> health <input checked="" type="checkbox"/> sex life or sexual orientation
<p>Who is the information being collected from</p>	<p>We collect personal data directly from individuals where they provide it to us—for example, through funding applications, event registrations, correspondence, subscription forms, or participation in SP-ACE activities. In limited circumstances, we may also receive professional contact information from partner institutions or collaborating organisations where this is necessary to support research coordination, governance, or engagement activities and where appropriate data sharing arrangements are in place.</p> <p>SP-ACE only collects personal information that is necessary and proportionate for the purposes of administering its research, funding, governance, and engagement functions.</p>
<p>How is the information being collected</p>	<p>Information provided through funding application forms, event registration forms, survey responses,</p>

	<p>newsletter sign-up forms, email correspondence, or participation in meetings, workshops, and webinars. In some cases, we may receive professional contact details from partner universities or collaborating organisations where this is necessary to support research coordination, governance, or peer review processes and where appropriate data sharing arrangements are in place. We collect only the information that is necessary for the relevant purpose and ensure that it is obtained in a lawful, fair, and transparent manner.</p>
<p>Who is personal data shared with internally and externally</p>	<p>Data may be shared internally with authorised staff within the host university and, where relevant, with designated colleagues at partner institutions involved in the administration, governance, funding management, peer review, research coordination, or evaluation of SP-ACE activities.</p> <p>Externally, personal data may be shared with funding bodies (such as UK Research and Innovation), peer reviewers and award panel members, collaborating organisations including policing partners, event delivery providers (for example, online meeting platforms), and professional advisers or auditors where required for compliance and reporting purposes. All data sharing is carried out on a need-to-know basis, under appropriate contractual or data sharing arrangements, and in accordance with applicable data protection legislation.</p>
<p>Who keeps the information updated</p>	<p>Responsibility for maintaining accurate records rests jointly with SP-ACE administrative staff and the individuals whose data we hold. SP-ACE staff update records where changes are notified or identified through routine administrative processes. Individuals are encouraged to inform SP-ACE promptly of any changes to their contact details or professional information so that records can be amended accordingly. Where personal data is shared with partner institutions for operational purposes, updates are managed in accordance with agreed data sharing arrangements and the host university's data governance policies.</p>
<p>How long is the information kept for</p>	<p>The Scottish Policing Academic Centre of Excellence (SP-ACE) retains personal data only for as long as necessary to fulfil the purposes for which it was collected and to meet legal, regulatory, and funding requirements. Retention periods are determined in accordance with the host university's records management policy and applicable funding body conditions.</p> <p>In general:</p>

	<ul style="list-style-type: none"> • Administrative and event-related information is retained for a limited period to support reporting, evaluation, and audit requirements. • Funding application, award, and financial records are typically retained for up to six years following the end of the relevant funding period, in line with audit and financial regulations. • Governance and partnership records may be retained for longer where required for accountability or institutional record-keeping purposes. <p>Where information is no longer required, it will be securely deleted or anonymised.</p>
<p>Will the data be used for any automated decision making</p>	<p>No</p>
<p>Is information transferred to a third country outside the UK?</p>	<p>Some Peer Reviewers are based outside the UK and are contracted to review projects and provide the appropriate feedback requested. Researchers and Reviewers must refer to their agreement with SP-ACE for further information.</p> <p>Where we use Eventbrite (which will host your data outside the UK), for event registration, you will be supplying your personal data to the company/website and as such you are accepting and consenting to the practices in their Privacy Policy as provided by them when you signed up for their services. Edinburgh Napier University is not affiliated with this company/website in any way, is using its free services solely for the purposes of facilitating event ticketing and registration and does not accept any responsibility or liability for personal data which you have chosen to provide to such third-party sites.</p> <p>The same applies to Ticket Tailor, however they are hosted in the UK and EU (Ireland) which has data protection adequacy with the UK.</p>
<p>*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</p> <p>*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</p>	