

Privacy Notice

Name of Process: Special Collections Access

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 confirm the identity of the researcher; to gain acknowledgement of copyright statement; and to ensure conformity with GDPR
Legal basis	Article 6(1)(e) – Processing is necessary for the performance of the University’s official authority as vested in the Data Controller by Scottish Statutory Instruments 1993 No.557 (S.76) as amended, that is, the provision of education, research, etc.
Whose information is being collected	External and internal researchers
What data is collected	Name and contact details
Who is the information being collected from	From the data subject
How is the information being collected	Paper form on attendance in the relevant Special Collection
Who is personal data shared with externally	There is no intention to share your personal data external to the University. However, if required to, we will only disclose your data to external third parties where we: <ul style="list-style-type: none"> • Are required to do so under a statutory or legal obligation • Are permitted to do so by Data Protection legislation.
How secure is the information	The paper form is kept in a locked cabinet within a locked office.
Who keeps the information updated	Not applicable. If contact details change on subsequent visits a new form will be filled in.
How long is the information kept for	5 years
Will the data be used for any automated decision making:	No
Is information transferred to a third country? Outside the 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>