

Privacy Notice

Edinburgh Napier University is providing you with this information in order for us to comply with UK data protection legislation (“the legislation”), the UK Data Protection Act 2018 (“DPA 2018”) and the General Data Protection Regulation: EU 2016-679 (“GDPR”) and as amended by “EU Exit” Regulations 2019 and now known as the UK GDPR, which requires us to tell you what we do with your personal information.

Name of Process:

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| *Data Controller | Edinburgh Napier University |
| *Purposes for collection/processing | Provision of Tusker, salary sacrifice scheme |
| *Legal basis | <p>The legal basis the University relies on is UK-GDPR Article 6(1)(b), performance of a contract. The University provides benefits, including an environmentally friendly car leasing salary sacrifice scheme to employees as part of their employment contract. The University has contracted Tusker to provide this employee benefits.</p> <p>Colleagues are required to enter into a separate contract for other goods and services provided through by Tusker. Where this requires a salary sacrifice arrangement, monthly payments via salary deduction or the University to confirm earnings for the purposes of entering into a credit arrangement with the supplier, then such information will be shared between the University and suppliers, as required. Please ensure that you understand what information will be shared when you enter into any such contract or terms and conditions with Tusker.</p> |
| Whose information is being collected | Employee and domestic partner (if applicable for some lifestyle protections) |
| What type/classes/fields of information are collected | <p><u>Tusker</u></p> <ul style="list-style-type: none"> • Quote and Approval (Provided by employee, verified by university during approval process) - Employee name, address, home, mobile and work phone number, postcode, gross salary, employment type (e.g. permanent or fixed term), date of birth, pension scheme, cost of any additional salary sacrifice commitments, length of agreement, estimated mileage. |

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| | <ul style="list-style-type: none"> • Invoicing – Tusker contract start and end date, breakdown of individual scheme element costs (vehicle rental, insurance, service, gross salary reduction, gross Benefit in Kind) • Resignation, redundancy, retirement (provided to Tusker if the employee has been a member of the scheme for more than 3 months to avoid an early termination fee – Employee name, address, date of notification of resignation, redundancy or retirement, date of leaving the University • Maternity Leave (details shared with Tusker as part of lifestyle agreement to enable University to be credited in respect of salary deductions which cannot be made when pay drops below statutory level) – Employee name, Employee address, contact details, start date of maternity leave, return to work date, MatB1 certificate (includes full name, address, date of birth, national insurance number, date of examination, expected week of birth). • Paternity Leave (details shared with Tusker as part of lifestyle agreement to enable University to be credited in respect of salary deductions which cannot be made when pay drops below statutory level) – Employee’s or partner’s name, Employee’s or partner’s address, contact details, start date of paternity leave, return to work date, MatB1 certificate (includes full name of employee’s partner, address, date of birth, national insurance number, date of examination, expected week of birth). • Shared Parental Leave (details shared with Tusker as part of lifestyle agreement to enable University to be credited in respect of salary deductions which cannot be made when pay drops below statutory level) – Employee’s or partner’s name, Employee’s or partner’s address, contact details, start date of paternity leave, return to work date, MatB1 certificate (includes full name of employee’s partner, address, date of birth, national |
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| | <p>insurance number, date of examination, expected week of birth).</p> <ul style="list-style-type: none"> • Adoption leave (details shared with Tusker as part of lifestyle agreement to enable University to be credited in respect of salary deductions which cannot be made when pay drops below statutory level) – Employee name, employee’s address and contact details, start date of adoption leave, return to work date, adoption matching certificate (name and address of adoption agency, employee’s name and address, date of matching notification, expected date of placement/date of placement) • Long Term Sick leave (details shared with Tusker to enable to the University to be credited in respect of salary deductions for a period of 6 months should the employee’s salary drop below the statutory minimum) – Employee’s name, address and contact details, date absence commenced, date of return to work, redacted fit note to include dates of absence only. • Death of Employee or their Domestic Partner (provided to ensure the car can be returned with no early termination fee applied to the employee or the University) – Employee name, address and contact details, date of death, copy of death certificate. • Diagnosis of a terminal illness for employee or their domestic partner (provided to ensure the car can be returned with no early termination fee applied to the employee or the University) – Employee name, address and contact details, medical letter which confirms diagnosis. • Disablement or mental illness of employee or domestic partner (provided in the event that employee can no longer meet the terms of the salary sacrifice scheme, enables the car to be returned avoiding an early termination fee) - Employee name, address and contact details, medical letter which confirms diagnosis. |
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- **Employee losing their sight (provided in the event that employee can no longer meet the terms of the salary sacrifice scheme, enables the car to be returned avoiding an early termination fee) -** Employee name, address and contact details, medical letter which confirms diagnosis.
- **Employee or their Domestic Partner suffering physical separation of one or more limbs at or above the wrist or ankle (provided in the event that employee can no longer meet the terms of the salary sacrifice scheme, enables the car to be returned avoiding an early termination fee) -** Employee name, address and contact details, medical letter which confirms diagnosis.
- **The employee or their Domestic Partners driving licence being withdrawn by the issuing authority for medical reasons (provided in the event that employee can no longer meet the terms of the salary sacrifice scheme, enables the car to be returned avoiding an early termination fee) -** Employee name, address and contact details, medical letter which confirms diagnosis.
- **Early Termination fee** (In the event that an employee leaves the University due to dismissal, their salary has reduced based on reduced working hours or a career break, or they have lost their license due to driving convictions and early termination fee will occur, if this cannot be recovered from the employee's salary and the university has demonstrated all reasonable measures to recover information may be shared with Tusker to enable the University to recover amounts owed or the early termination fee) – employee's name, address, letters sent to employee/former employee to attempt to reclaim expenses and debt collection and court correspondence.

Any other information will be provided by employee direct to Tusker, if they wish to purchase or engage with any benefit offerings, or discounts. As above,

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| | please ensure that you fully understand what information will be shared when entering into any agreements with benefit providers. |
| Who is the information being collected from | Edinburgh Napier University and employee |
| How is the information being collected | From University Systems, namely HR Connect and documents provided by the employee |
| *Who is personal data shared with internally and externally | TUSKERDIRECT LIMITED whose registered office is Building 4, Hatters Lane, Croxley Green Business Park, Watford, Hertfordshire, WD18 8YF whose company number is 03864648 (the “Service Provider”). Their Privacy Notice can be found online here: https://tuskerdirect.com/journey/user_privacy_policy |
| Who keeps the information updated | Employees and the University are responsible for keeping the information updated. |
| *How long is the information kept for | Information is held in line with the retention schedule. |
| *Will the data be used for any automated decision making | No |
| *Is information transferred to a third country outside the UK? | No |
| <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 link: https://www.napier.ac.uk/privacy-policy/privacy-notices</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> | |