



Layered Privacy Notice

Activity/Processing being undertaken: Student Accommodation Applications

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)?

If you are allocated accommodation with The Student Housing Company all your personal information will be passed to this private sector provider that ENU has a nominations agreement with to allow them to contact you direct to start their individual application process.

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)?

To allocate you with accommodation to meet your individual needs.

What is the legal basis for processing?

Article 6(1)(b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

How are we collecting this information?

Application form

What information are we collecting (whose information and what type of personal data)?

Applicants for Student Accommodation.

Contact details, Course information and guarantor contact details

Who can see your information within the University?

Student Accommodation team.

How long is your information kept?

Successful applications will be held for 6 years after you leave the University.

Unsuccessful applications will be held until the end of the year in which you apply.

Who keeps your information updated?

Student Accommodation team

Will your information be used for any automated decision making or profiling?

No

Is information transferred to a third country? Outside the UK, 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>