



Layered Privacy Notice

Activity/Processing being undertaken: Administration of Student Accommodation Guarantor forms

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)?

Students’ debt information will be shared with their Guarantor in the event that the student does not make payment of rent and/or any other charges within 7 working days of the service charge being issued or the rental payment deadline (10th of each month).

If the debt remains after a 3 month period the information will be shared with a debt collection agency.

The personal information of the Guarantor will be shared externally with a debt collection agency if the student is in debt after a 3 month period.

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 administer repayment of outstanding rent/other charges

What is the legal basis for processing?

To fulfil the financial contractual obligations between the University and students/guarantors in relation to the provision of Student Accommodation. General Data Protection Regulation Article 6. 1. (b) & (e) refer.

How are we collecting this information?

Directly from the student/guarantor

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

Student:

Full Name, Edinburgh Napier Number, Home Address, Accommodation Address & Signature

Guarantor:

Full Name, Home Address, Telephone Number & Signature

Witness Full Name, Home Address & Signature

Who can see your information within the University?

Student Accommodation and Finance staff

How long is your information kept?

Information will be held for 7 years after the student leaves the University.

Who keeps your information updated?

Student/Guarantor themselves.

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

No

Is information transferred to a third country? Outside the 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>