



Layered Privacy Notice

Activity/Processing being undertaken: Student Open Days

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)?

Your data will not be shared with any third party.

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 register and administer your attendance at the Student Open Day

What is the legal basis for processing?

Your personal data will be processed in terms of Article 6(1)(b) of the GDPR as it is necessary for the performance of a contract (i.e. our responsibility to administer your attendance at the event you have registered for)

How are we collecting this information?

University Web Form

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

Student Open Day Attendees - First Name, Last Name, Email, Postcode, Open Day Campus, Disability check

Who can see your information within the University?

Student Recruitment Team, Information Services

How long is your information kept?

Two years from when it is collected.

Who keeps your information updated?

Student Recruitment Team when advised by you.

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>