

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.

Name of Process: Sharing with other UK Institutions teaching modules on behalf of Edinburgh Napier University

Data Controller	Edinburgh Napier University
Purposes for collection/processing	For certain academic programmes and modules the University collaborates with and contracts other UK Institutions to deliver academic and administrative support, which may be delivered at either parties campuses.
<p>Categories of Data Subjects, Purpose of sharing and Edinburgh Napier’s lawful basis for sharing personal data is set out below:</p> <p><u>Enrolled student record data:</u> Student full name, address, contact details, age, date of birth, registration status, gender, residency and fee status data, module registration.</p> <p>To confirm student identity and student record data including module registration information for the module MEC07108 Engineering Practice to allow Edinburgh College to register the student on this module which is taught and delivered at Edinburgh College on behalf of Edinburgh Napier University, School of Computing, Engineering & the Built Environment.</p> <p>Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University’s Statutory Instrument No. 557 (S76) of 1993: “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship”, “to do anything incidental ... to the furtherance of the objects of the University” and the administration and support thereof.</p> <p>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.</p> <p>And as set out in the University’s Privacy Notices which students are provided with at application and registration to ENU.</p> <p><u>Enrolled student record data:</u> Student full name, address, contact details, age, date of birth, registration status, gender, residency and fee status data, module registration.</p>	

To confirm student identity and to allow ENU and Edinburgh College tutors to administer all aspects of the module and student's studies, communicate with and support the student during their studies.

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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.

And as set out in the University's Privacy Notices

Enrolled students:

To share student marks and grades to enable the ENU and Edinburgh College tutors to monitor academic progress, provide learning support, and meet programme management requirements. It should also enable data to be collated and transferred relating to attendance and progression

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And as set out in the University's Privacy Notices.

Enrolled Students:

Special Category data such as disability and inclusion information relating to any declared disabilities.

To ensure appropriate student support and to meet equality, safeguarding or legal obligations. To ensure suitable health & safety arrangements are put in place to support students in this practical based Engineering module.

Special Category Data will only be shared where absolutely necessary and. Wherever possible, e.g. for the purposes of reasonable adjustments for module delivery and similar situations, only the reasonable adjustment information to be shared within the organisation, not the underlying health condition which makes the adjustment necessary, unless absolutely required for support purposes.

Article 9.2 (g) - as permitted by under section 10(3), and Schedule 1, of the Data Protection Act 2018 for the processing of special category (sensitive) personal data for the purposes below:

- Part 2(6) - Statutory purposes (see 6.1 (e) above)
- Part 2(8) – Equality of opportunity or treatment
- Part 2(16) – Support for individuals with a particular disability or medical condition
- Part 2(17) – Counselling, etc.

And as set out in the University's Privacy Notices.

Note: the University does not rely on consent, as, given that students are taking part in labs it is imperative that any information relating to their health and safety is shared. Timescales for registration also make it necessary to ensure this data is shared, rather than collected separately by the partner.

Who is the information being collected from	Direct from the data subject during application and registration
Who is personal data shared with internally and externally	The collaborating institution
Who keeps the information updated	The data subject keep their personal data on their student record up-to-date. The University and collaborating institution update those records with information relevant to the students' programme of studies and support requirements
How long is the information kept for	As per the University's Records Retention Schedules, typically a core student record is kept permanently, including for the purposes of providing transcripts in future. However information beyond that is deleted 7 years after the students' cease their studies.
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 URL: https://www.napier.ac.uk/privacy-policy</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>	