



Privacy Notice

Last updated	25 th October 2019
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Activity/Processing being undertaken

Gradworks is providing you with this information in order for us to comply with the General Data Protection Regulation (EU) 2016/679, which requires us to tell you what we do with your personal information.

Who is collecting the information?

Gradworks as the “Data Processor” for Edinburgh Napier University as the “Data Controller”

Why are we collecting it/what are we doing with it (purposes)?

We are collecting data to assist you in the consideration of applying to study with Edinburgh Napier University.

The information you provide will be used to:

- Contact you when the application for study for Edinburgh Napier University is open
- Contact you when relevant work-based experience opportunities become available.
- Keep you informed of relevant news, events and other information about studying at Edinburgh Napier University

What is the legal basis for processing?

Article 6(1)(b) – Necessary in order to take steps at the request of the data subject (prior to entering a contract or, in this case, making an application to Edinburgh Napier University), including corresponding with you about the application and keeping you informed of further information related to the programme.

How are we collecting this information?

We are collecting information from the following channels:

- From enquiries via email or social media
- From telephone enquiries
- From work site visits
- From contact through a member of the Gradworks Team

- Occasional paper based information

What information are we collecting?

We will collect and hold some, or all of, the required information about you if you are considering applying for the BA (Hons) Applied Business degree provided by Edinburgh Napier University including:

- Personal and contact information e.g. names, addresses, email addresses and telephone numbers
- Any relevant employment details

Do we receive any other information about yourself?

If you are successful in your application, we will receive your academic progress to check you are on track when we conduct the work-based visits.

This information will be transferred securely using electronic methods.

Who can see your information?

Your information can be accessed by staff employed through Gradworks. Information and data sharing is only permitted internally to assist with your consideration of the application.

How long is your data kept for?

We will keep your information only for as long as we need to provide you with the information or services you have required. Should you no longer want contact with ourselves, we will remove it from our records.

How secure is your information?

Information is stored on secure servers. Gradworks has various data protection and information security policies and procedures agreed by Edinburgh Napier University to ensure that appropriate organisational and technical measures are in place to protect the privacy of your personal data.

Is any other information available?

You can access Edinburgh Napier University's Privacy notice using the following link:

staff.napier.ac.uk/dpstatements