# Privacy Statement

**Instructions: Using this template**

**\***Delete this textbox after reading\*

Guidance on customising this privacy notice template is available on our website.

[Customise your privacy notice guidance](https://www.ed.ac.uk/records-management/guidance/checklist/privacy-notice)

The text you need to edit is highlighted in bold. You should format the text and break it up with headings as appropriate to the length of the text.

You should ensure your privacy notice complies with any relevant University writing and accessibility guidance.

[\*EASE restricted\* University Website Programme writing guides](https://www.wiki.ed.ac.uk/display/UWP/Writing+guides)

## Information about you: how we use it and with whom we share it

The information you provide will be used by the University to **insert a plain English description of every purpose for which you will use the personal data. Refer to section 1 of the ‘how to customise your privacy notice guidance.**

**[Include if applicable:]**

The University uses an external company to…..

**[insert a plain English description of the processing undertaken by the data processor. Refer to section 1 of the ‘customise your privacy notice’ guidance.]**

….on the University’s behalf.

We are using information about you because **[insert legal basis, for example, because you have given us your consent, or: because it is necessary for the performance of your contract with us, or: because we have a legal obligation to do so, or: because processing is performed in the exercise of official authority vested in the University, in this case… Refer to section 2 of the ‘customise your privacy notice’ guidance.]**

**[If you rely on ‘legitimate interest, explain in plain English why it is in the University’s legitimate interest to process personal data for this purpose.]**

**[If applicable:]**

Information about you will be shared with…

**[insert a list of all external bodies, agencies etc with whom you will share the data. List all those internal departments that use the data for a different purpose. Refer to section 3 of the ‘customise your privacy notice’ guidance.**

**If you don’t share data with a third party, delete this section.]**

We will hold the personal data you provided us for **[To determine the time, please consult your local retention schedules.]**

**[If applicable:]**

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

**[Note: Whether this section applies will need to be determined on a case-by-case basis and amended accordingly if not applicable. Refer to section 5 of the ‘customise your privacy notice’ guidance.]**

If you have any questions, please contact

**[insert role title and email address for local contact within school/department]**

**[If you will provide the privacy notice to data subjects in print format include the below link to the continued privacy notice]**

This privacy statement is continued at:

[edin.ac/privacy](https://edin.ac/privacy)

**[Or if you will provide the privacy notice to data subjects on the web include the link in the format below]**

This privacy statement is continued

[Continued privacy statement](https://edin.ac/privacy)