

Privacy Notice

Name of Process: **“Make It Smart Hub” website**

Data Controller	Construction Scotland Innovation Centre under the auspices of Edinburgh Napier University
Purposes for collection/processing	<p>Construction Scotland Innovation Centre (CSIC) is a lead project partner for a European funded Advancing Manufacturing Challenge Fund (AMCF) project - The Make It Smart Hub. The one year project aims to deliver transformational improvements, in the Highlands and Islands (H&Is) economy, through working with Small and Medium Enterprises (SMEs) in construction and manufacturing.</p> <p>It will do this under The Make it Smart Hub which will operate throughout H&Is through multiple channels, responding to technological and geographical barriers. Its aim is to encourage construction SMEs to learn, apply and share new technologies, processes and skills that improve productivity and drive inclusive growth.</p> <p>It is delivered by CSIC in partnership with Inverness College and 4 other colleges of the University of the Highlands and Islands, and supported by The Datalab, CREATE Business Team and CENSIS, and funded by ERDF and Scottish Government.</p> <p>The Make it Smart Hub works on a registration basis where users are required register an account on the website in order to login to access the full functionality available.</p>
Legal basis	The legal basis the University relies on is 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 Instruments : “for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship” and the administration thereof.
Whose information is being collected	Anyone who registers on the platform, target audience is construction industry and manufacturing SME’s.
What type/classes/fields of information are collected	Name, Job title, name of company, size of company, email address, company address including post code, company sector
Who is the information being collected from	From the data subject
How is the information being collected	Online form

Who is personal data shared	Data processors, cloud server, project funders
How secure is the information	<p>The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy of your personal data. CS-IC makes use of a number of third party, including “cloud”, services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation.</p> <p>Joomla uses a session cookie and stores the details supplied by our users in its database.</p> <p>Google Analytics - https://support.google.com/analytics/answer/9019185?hl=en</p> <p>User Tracking - https://storejextensions.org/extensions/jrealtime_analytics.html</p> <p>Forms - https://www.jotform.com/gdpr-compliance/</p> <p>Hosting - https://www.linode.com/legal-compliance/</p>
Who keeps the information updated	Users update their own information through their website accounts. Construction Scotland Innovation Centre and Inverness College UHI will also update on user’s notification and as otherwise provided.
How long is the information kept for	The project is initially a one-year project and currently it is expected that data will be stored for 6 years in line with audit and funding requirements.
Will the data be used for any automated decision making No	
Is information transferred to a third country outside the UK?	Yes
<p>You have a number of rights available to you with regards to what personal data of yours is held by CS-IC 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.cs-ic.org/innovationcentre/about-us/privacy-statement/</p>	