**Mountain Bike Centre Scotland business support:**

The Mountain Bike Centre Scotland (MTBCS), a project hosted by Edinburgh Napier University 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?**

Mountain Bike Centre Scotland, a project hosted by Edinburgh Napier University as the “Data Controller”.

**Who are we sharing your Personal Data with (externally)?**

We may share your personal data with our project partners:

Scottish Enterprise – [privacy notice](https://www.scottish-enterprise.com/help/privacy-notice)

South of Scotland Enterprise – [privacy notice](https://www.southofscotlandenterprise.com/legal/privacy-policy)

Highlands and Islands Enterprise – [privacy notice](https://www.hie.co.uk/legal/privacypolicy/)

In addition the personal data which you provide will be transferred to the new entity (yet to be agreed) that will manage the new Innovation Hub (Bike Innovation Scotland) based in the new MTB Innovation Centre, based in Innerleithen.

MTBCS 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:

* Have your consent
* 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)?**

We are collecting information in order to provide business support, knowledge exchange, innovation support, market research and other business services to companies within the/or wishing to enter the cycling market.

In addition, we will gather market information on the size and nature of the Scottish Cycling Market.

**What is the legal basis for processing?**

We are gathering this information with your consent.

You can withdraw your consent for us gathering and keeping this information at any time. Please email [mtb@napier.ac.uk](mailto:mtb@napier.ac.uk) stating that you are withdrawing your consent for MTBCS to maintain records on yourself/and or company.

**How are we collecting this information?**

We are collecting this information directly from the data subject.

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

We are collecting information on cycling related companies and individuals who are planning to enter the cycling business market.

We are gathering individual contact details, company details, product details and company financial information.

**Who can see your information within the University?**

All staff of the Mountain Bike Centre Scotland project.

**How long is your information kept?**

The information will be kept indefinitely or until you advise us that you no longer wish us to maintain these records.

Further information can be found online at: <http://staff.napier.ac.uk/services/secretary/governance/records/Pages/RecordsRetentionSchedules.aspx>

**How secure is your information?**

All data gathered is stored on Edinburgh Napier University managed drives.

**Who keeps your information updated?**

Mountain Bike Centre Scotland staff will update your records on a monthly basis.

**Is any other information available?**

Access all the University’s [privacy notices](http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/statement.aspx).

You can [contact](http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/default.aspx) Edinburgh Napier University if you have any further queries about Data Protection and about your rights.