

Privacy Notice for Graduation

Privacy Statement

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email or post.

Please check back frequently to see any updates or changes to our privacy policy.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

This Privacy Notice relates to graduation ceremonies and the conferral of awards.

Who are we

The University of Suffolk's graduation ceremonies are significant events for our graduates, their guests, and our staff. This privacy notice applies to all students at the University of Suffolk who are due to graduate (i.e. eligible for an award) whether they attend a ceremony or not, invited guests and staff.

This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of the graduation ceremony and the conferral of your award, and how long it will usually be retained for. The University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

Why are we processing your personal data

It is necessary for the University to process your personal data in order to ensure that:

- Your award is conferred and you are issued with a certificate
- You are invited to your graduation ceremony
- You can book and pay for your tickets and hire academic dress
- Your name appears in the Graduation programme
- Your name appears on the Class of ... merchandise if you have consented for it to be included via graduation registration
- You have an opportunity to give feedback on your graduation experience
- We can respond to any questions you may have related to your ceremony, and forward your query to another department if it is not graduation related

Under the General Data Protection Regulation (GDPR) our processing is necessary for the performance of your student contract and for the legitimate interests of the University.

How your data is collected

- Your student data as provided on enrolment and confirmed via graduation registration. This is information you provided us with on your application form, at enrolment and during your study time at the University.
- Accessibility requirements when purchasing tickets via the Marston Events website (for the ceremonies in Ipswich) or Ede & Ravenscroft website (for the ceremonies in Great Yarmouth and Bury St Edmunds).
- Images from cameras on the day of the ceremony.

The data we hold about you and how it is used

All Graduates

For all graduating students, whether attending or not attending a graduation ceremony, your student data for the purposes of conferring the award and issuing your certificate and HEAR are held by the University.

Whether attending or not attending a graduation ceremony, your name, school/partner institution and award title (but not your classification) will be included in the University's graduation programme. A copy of the programme is provided to all graduating students, in printed form for the ceremonies in Great Yarmouth and Bury St Edmunds and electronically for the ceremonies in Ipswich.

Your name, email address, award type and allocated ceremony for all graduating students who register their interest in attending their graduation ceremony will be provided to the official supplier for graduation services (Marston Events for the ceremonies in Ipswich, and Ede & Ravenscroft for the ceremonies in Great Yarmouth and Bury St Edmunds) for the purposes of hiring academic dress for the ceremony and purchasing guest tickets.

The names of graduating students are provided to Campus Clothing for the purposes of producing the Class of ... merchandise, such as t-shirts and hoodies. Your name will only be included if you ask for it to be via graduation registration.

Graduates attending a graduation ceremony

Graduation is a memorable public statement of students' achievements, and the following features are considered to be essential parts of the ceremony.

Your name and award title (but not your classification) will be read out at the ceremony immediately prior to you walking across the stage.

Your photograph will be taken by a photographer appointed by the official supplier of graduation services at the graduation ceremonies at the point that you are greeted by the Conferring Officer on stage.

For the ceremonies in Ipswich, the ceremony will be filmed and live streamed via the University's website and www.mygraduationfilm.com/uos-live/ at the times of the ceremony and on screens around the ceremony venue. Recordings of the ceremony will be available via the University's website after the event for graduates to download.

For the ceremonies in Ipswich, the University's photographer, Gregg Brown, will take generic crowd shots which may include you and your guests.

For individual or smaller group shots off stage, the University's photographer will seek your verbal consent before taking the photograph. If you do not wish for your photograph to be taken, you should tell the photographer when consent is requested.

Live-stream recordings and photographs of the graduation ceremonies may be used to market and promote the activities of the University of Suffolk, and these may appear in any of our promotional materials, in printed or electronic format, including the University website, press, social media, multimedia productions, course leaflets or prospectuses.

It is possible that television companies may be present to interview honorary award recipients and other invited guests, or to film the event generally. If you and your guests do not wish to appear on television, you should maintain your distance from any filming taking place.

Information relating to disability and accessibility requirements for you or your guests will only be used to make reasonable adjustments at the ceremonies.

Who we share your data with

Suppliers contracted to print the certificates, design the graduation programme, take photographs, and publish any of the University's promotional materials, in printed or electronic format.

The official suppliers for graduation services (Marston Events for the ceremonies in Ipswich and Ede & Ravenscroft for the ceremonies in Great Yarmouth and Bury St Edmunds), to confirm the appropriate gown for your award and to enable the purchase of tickets if you register your interest in attending your graduation ceremony.

Campus Clothing, for the purposes of producing the Class of ... merchandise, noting your name is only included if you ask for it to be when you complete graduation registration.

Gradintelligence, for the purposes of issuing your final Higher Education Achievement Report (HEAR) and digital copy of your award certificate.

Information relating to disability and accessibility requirements for you or your guests is not shared beyond the organisation of the graduation ceremony.

How your data is stored internally

Your student record is stored securely on the University's student record system.

Images will be stored in our password protected image library to which individual staff members are granted access at the discretion of the Marketing Manager.

How long is the data kept for?

Your student data required to confirm the conferral of your award will be held in perpetuity.

Images will be used for marketing purposes indefinitely, or as long as is relevant. This may be in digital or printed format.

Information relating to disability and accessibility requirements for you or your guests will be deleted from our records after the graduation ceremonies.

Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Governance team using the details below

datagovernance@uos.ac.uk

or

Data Governance

University of Suffolk

Waterfront Building

Neptune Quay

Ipswich, IP4 1QJ