

# Privacy Notice

## Background

Glasgow Caledonian University's graduation ceremonies are significant events for our graduates, their guests and our staff. These ceremonies are public events and therefore there is no expectation of privacy under data protection legislation for any attendees. This statement explains how personal data will be processed for and during the event and provides guidance should you not wish your personal data to be processed in this way. This applies to all students who are intending to graduate or may be eligible for an award, whether they attend a ceremony or not. Please note the following important information and ensure your invited guests are also aware of the information relevant to them:

- Your name will appear in the Graduation brochure. If you do not want your name included for these purposes you must tell us by emailing [academicregistrar@gcu.ac.uk](mailto:academicregistrar@gcu.ac.uk) no later than 5 weeks prior to the date of your ceremony\*.
- When you register for graduation you will be given the option to choose to have your name published in The Herald and Scotsman newspapers.
- If you graduate in person your name and award title will be read out at the ceremony immediately prior to you walking across the stage.
- Your photograph will be taken whilst you cross the stage and receive your 'parchment'.
- Crowd shots will be taken by the University photographers at the venue and at our graduation receptions and these may include images of you and your guests.
- Your consent will be sought for smaller group or individual photographs prior to these being taken. If you do not wish to be photographed, you should tell the photographer before the photo is taken.
- Live film feed may be used to stream the ceremonies externally.
- If you do not wish to have your photograph taken/ video filmed/streamed when crossing the stage, including being handed your parchment you must tell us by emailing [livestreaming@gcu.ac.uk](mailto:livestreaming@gcu.ac.uk) no later than 5 weeks before the date of your ceremony\*.
- Videos of the ceremonies may be produced and screened at relevant post-graduation receptions and, at a later date, will be made available for viewing from the University's website.
- Television companies may be present to interview our honorary graduands and other VIPs or film the event generally. If you do not wish to appear on television, you should maintain your distance from any filming that may take place.
- Appropriate photographs and films of these events may be used to promote the activities of Glasgow Caledonian University and these may appear in any of our promotional materials, in printed or electronic format, including worldwide web sites, multimedia productions, course leaflets or prospectuses. Please note that websites can be seen worldwide.
- Visual images will be used and retained strictly in accordance with the UK Data Protection Legislation and the University's records retention schedules.

If you have any queries or concerns about the use of your personal data for/at our Graduation ceremonies, please email [graduations@gcu.ac.uk](mailto:graduations@gcu.ac.uk) no later than 5 weeks prior to the date of your ceremony. Please see the full privacy notice below:

\*When emailing please ensure that you include your Student ID and Programme of Study.

## Identity of controller

*Glasgow Caledonian University (GCU)*

## Purpose for collection/processing

The University processes personal data for the purposes of arranging graduation ceremonies, conferring awards on graduands and documenting the event for the purposes of celebrating graduands achievements and for the future promotion of the University.

## Legal basis

Article 6(1) of the General Data Protection Regulation refers:

Article 6(1)(a) consent, is the basis for including names in the press.

Art 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the Controller, is the basis for processing personal data for the purposes of graduation ceremonies as provided for by Article 5(2)(p) of the Glasgow Caledonian University Order of Council 2010

Art 6(1)(f), legitimate interests, is the basis for processing personal data for the purposes of photography and filming where this is for future promotion of the University. Please see the photography statement provided for further information. It is in the legitimate interests of the controller to use images of successful graduates and ceremonies for future promotion of the University. To balance the individual's interests, rights and freedoms the University provides a fact sheet of all photography and filming activities to individuals prior to the event which details how they can avoid inclusion in the photography and filming and exercise their rights in the event that they are included. It is in the interests of both the University and individual graduands involved to document these auspicious occasions which are important life events to be celebrated.

## Whose information is being collected/processed

Students, University employees and all other ceremony attendees, including those invited by students/graduands.

## What information is being collected

Name, identifying numbers, contact details, educational details, photographs and moving images.

## How is the information collected

University systems for the event organisation and images by camera on the day of the event.

## Who is the information shared with outside the University

Publicly – the publication of names in graduation brochures, photographs online and in any of the University's promotional materials, in printed or electronic format.

## How is the information kept securely

Information/photographs are kept securely on University processing equipment in line with the University's information security and data protection policies.

## How is the information kept up to date

Students are required to keep their information up to date during the course of their studies to ensure that the personal data used at the time of graduation ceremonies is accurate, as this will be recorded at this point as a record of the event.

## How long is the information kept

Please see the University's Records Retention Schedules.

## Will the information be used for any automated decision making

No

## Is the information transferred outside the European Union?

Ceremony live video streams are broadcast over the internet and may be accessed out with the EU.

Individual photographs and graduation brochures may be transferred outside the EU by third party individuals.

## Your rights

Attendance at a Graduation Ceremony is optional and students can choose to graduate in-absentia (without attending). This selection is made at the time of registering a student's intent to graduate.

Graduands can request that they are not photographed/captured on video while crossing the stage during the ceremony.

This request must be made in writing to [livestreaming@gcu.ac.uk](mailto:livestreaming@gcu.ac.uk) and submitted no later than 5 weeks prior the date of the ceremony.

Graduands can request that their name does not appear on the official Graduation Brochure.

This request must be made in writing to [academicregistrar@gcu.ac.uk](mailto:academicregistrar@gcu.ac.uk) and submitted no later than 5 weeks prior the date of the ceremony

## Data protection officer

Enquiries relating to data protection should be made to the University's Data Protection Officer, email:

[dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

## Further information

<https://www.gcu.ac.uk/dataprotection/>