



STATEMENT ABOUT THE USE OF YOUR PERSONAL DATA

Edinburgh Napier University's graduation ceremonies are significant events for our graduates, their guests and our staff. As these ceremonies are public events, there is a reduced expectation of privacy for attendees under data protection legislation. 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 (where possible). 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 booklet
- 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 receiving your 'scroll'
- Crowd shots will be taken by photographers contracted by our overseas partners 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 project the ceremonies on to a back screen on stage and this may be streamed externally
- Videos of the ceremonies may be produced and made publicly available by our overseas partners
- Our overseas partners may upload images and/or extracts from our graduation ceremonies to YouTube
- 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 Edinburgh Napier University and our overseas partner institutions and these may appear in any of our and our partners' promotional material, in printed or electronic format, including worldwide web sites, multimedia productions, course leaflets or prospectuses
- 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 or if you do not wish your data to be used as described above, please contact your local administrator in the first instance. Please see the full privacy notice below:

Privacy Notice

Data Controller	Edinburgh Napier University
Purposes for collection/processing	The University processes personal data for the purposes of arranging graduation events, conferring awards on graduands and documenting the event for the purposes of celebrating the events and future promotion of the University and graduands achievements.
Legal basis	Article 6(1) of the General Data Protection Regulation refers: 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 Statutory Instrument 1993 No. 557 (S.76) as amended. 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 graduands to document these auspicious occasions, which are important life events to be celebrated.
Whose information is being collected	Students, University employees and all other ceremony attendees, including those invited by students/graduands.
What type/classes/fields of information are collected	Name, identifying numbers, contact details, educational details, photographs and moving images.
Who is the information being collected from	Students' personal data used to arrange the event is collected from information provided directly by them and information created by the University and overseas academic partners during the course of students' studies. Images and personal data collected by cameras is collected during the course of the event.
How is the information being collected	University systems for the event organisation and images by camera on the day of the event.
Who is personal data shared with externally	Overseas academic partners. Publicly – the publication of names in graduation booklets and photographs online.
How secure is the information	Information/photographs are kept securely on University processing equipment in line with the University's information security and data protection policies, and those of the overseas academic partners.
Who keeps the information updated	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 up-to-date, as this will be recorded at this point as a record of the event.
How long is the information kept for	Please see the University's Records Retention Schedules .
Will the data be used for any automated decision making? No.	
Is information transferred outside the UK?	Data will be transferred to the country in which the graduation is taking place, where the academic partner is based.
<p>You can access all the University's privacy notices using the following link: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</p> <p>You have a number of rights available to you with regards to what personal data of yours is held by the University 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://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p>	