

STATEMENT ABOUT THE USE OF YOUR PERSONAL DATA

Edinburgh Napier University's graduation ceremonies are significant events for our graduates, virtual "guests" and our staff. As these ceremonies are public virtual events, there is a reduced expectation of privacy under data protection legislation for 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 participate in the virtual graduation celebration or not. Please note the following important information:

- Your name will appear in the lists published by The Scotsman and The Herald newspaper.
- Your name will appear in the virtual graduation celebration which will be recorded and made available online.
- Your name and award will be displayed in public in Edinburgh.

If you do not want your name included for these purposes please indicate this when you complete the online graduation application process.

If you have any queries or concerns about the use of your personal data for our Graduation celebrations or if you do not wish your data to be used as described above, please email graduations@napier.ac.uk before the closing date as advertised online: <https://my.napier.ac.uk/your-studies/graduations> . You will have the opportunity to opt-out of having your name published or used in the graduation celebrations at the time of registering to graduate, however, if you don't opt-out when registering you can subsequently opt-out by emailing before the deadline, as detailed above.

After graduations your data is shared with the University's Alumni team, please see their Privacy Notice for more information: staff.napier.ac.uk/dpstatements

Please see the full privacy notice below:

Privacy Notice

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| 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 graduands achievements and for the future promotion of the University. |
| Legal basis | Article 6(1) of the General Data Protection Regulation refers: Art 6(1)(e), performance of a task in the exercise of official duty vested in the Controller, 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 recording graduation celebrations where this is for future promotion of the University. To balance the individual's interests, rights and freedoms the University advises individuals prior to the event that the events are recorded and published online and names displayed in public and how graduands can avoid inclusion 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 | Students, University employees and all other celebration "attendees". |
| What information is collected | Name, identifying numbers, contact details, educational details |
| Who is the information being | Students' personal data used to arrange the event is collected from information provided directly by them and information created by the |

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| collected from | University during the course of students' studies. |
| How is the information being collected | University systems for the event organisation. |
| Who is personal data shared with externally | Publicly – the publication of names online and in public settings and in any of the University's promotional materials, in printed or electronic format. |
| How secure is the information | Information is kept securely on University processing equipment in line with the University's information security and data protection policies. |
| 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 accurate, as this will be recorded at this point as a record of the virtual event. |
| How long is the information kept for | Please see the University's Records Retention Schedules . |
| Data is not transferred outside the EEA for Edinburgh graduations specifically, but all information made available online is available worldwide. | |
| <p>You can access all the University's privacy notices using the following link: http://staff.napier.ac.uk/dpstatements</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: http://staff.napier.ac.uk/accessyourinfo</p> | |