

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 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 programme and the lists published in The Scotsman and The Herald newspapers. If you do not want your name included for these purposes please indicate this when you complete the online graduation application process.
- ... 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.
- ... You will be filmed crossing the stage and your photograph may be taken whilst shaking hands with or being congratulated by the Chancellor. Videos of the ceremonies in their entirety will be made publicly available on the internet via MyNapier and YouTube. If you do not wish to be included you will need to graduate in absentia, details are available on the MyNapier Graduation web pages.
- ... Crowd shots will be taken by the University photographers at the venue 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 is usually used to project the ceremonies on to a back screen on stage and this may be streamed externally.
- ... Videos of the ceremonies are usually produced and screened at relevant post-graduation receptions and, at a later date, will be made available for viewing from the University's website and other multimedia platforms e.g. YouTube.
- ... Television/Multimedia 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 these multi/media platforms, 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 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.
- ... The University uses an external provider, Ede & Ravenscroft, to provide gown hire and photography services – if you choose to engage with them to use their services this is subject to their (Ede & Ravenscroft) Terms & Conditions and Privacy Notice/s. Other 3rd party providers are: Eventbrite for event ticketing services and War Productions for Audio Visual Services.

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 email graduations@napier.ac.uk before the closing date as advertised online: <https://my.napier.ac.uk/Student-Administration/Graduations/Pages/Graduations.aspx> .

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

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 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	Students, University employees and all other ceremony attendees, including those invited by students/graduands.
What information is collected	Name, identifying numbers, contact details, educational details, photographs and moving images, payment details and information necessary for gown hire.
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 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. External system provided by Ede & Ravenscroft for hiring gowns.
Who is personal data shared with externally	Publicly – the publication of names in graduation programmes, photographs and video online and in any of the University's promotional materials, in printed or electronic format. Gown hire services are provided by Ede & Ravenscroft on a software system provided and hosted by them. Eventbrite is used for ticketing and War Productions for AV Services.
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.
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 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.	
You can access all the University's privacy notices using the following link: http://staff.napier.ac.uk/dpstatements 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	