

Data Protection Statement

Edinburgh Napier University's graduation ceremonies are significant events for our graduates, their guests and our staff. These ceremonies are treated as public events for which consent for processing personal data is not required under the Data Protection Act 1998 (DPA 1998). This will apply to all students who are intending to graduate or may be eligible for an award and whether they attend a ceremony or not. If this is relevant to you, please ensure that you have read the following important information about the use of your personal data for the purposes of these events:

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 you must tell us by emailing graduations@napier.ac.uk no later than Wednesday 12 October 2016.

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.

Crowd shots will be taken by the University's photographers at the venue and at our graduation receptions and these may include images of you and your guests.

The University may use appropriate crowd photographs in its promotional material in printed or electronic format.

Your consent will be sought for smaller group or individual photographs prior to these being taken. These images may be used to promote the activities of Edinburgh Napier University and may appear in any of our promotional material in printed or electronic form including web sites, in multimedia productions, course leaflets or prospectuses. If you do not wish to be photographed, you should tell the photographer before the photo is taken.

The University will use a live film feed to project the ceremonies on to a back screen on stage.

Videos of ceremonies may also be screened at relevant post-graduation receptions and at a later date, will be made available for viewing from the University's website.

Visual images will be used and retained strictly in accordance with the DPA 1998 and the University's records retention schedules.

Please note that websites can be seen worldwide and not just in the UK where the Act applies.

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.**

If you have any queries about, or objections to, the use of your personal data as described above please email graduations@napier.ac.uk by Wednesday 12 October 2016.

Governance Services/ revised Feb 2016