

## Privacy notice – Graduation/Award Ceremony Guests

The Data Controller of the information being collected is: Forth Valley College, Grangemouth Road, Falkirk, FK2 9AD. Phone: 01324 40300

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at [dataprotection@forthvalley.ac.uk](mailto:dataprotection@forthvalley.ac.uk)

This privacy statement relates to the following processing:

### Graduation/Award Ceremonies

The administration and delivery of our graduation/award ceremonies in college or at an external venue.

Your data will be used for the following purposes:

#### All delegates

<b>Purpose 1:</b> <b>Administration - invites</b>	We process your data so that we can invite you to the event and allow you to confirm your place as a guest at the event.
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#### Delegates attending the dinner

<b>Purpose 2:</b> <b>Filming, photography and publicity</b>	<p>Our graduations/award ceremonies are annual events to celebrate the success of our students.</p> <p>Given this, the college may film the event for promotional purposes. The recording may also be kept for its archival value. The footage may also be used in the colleges marketing material. It is suggested that you avoid any such filming should you wish to avoid being recorded in this way.</p> <p>Photographs of guests will be taken by the colleges elected photographers. These shots may include images of you.</p> <p>During the event, and before and after the event the College's elected photographer will be taking photographs of delegates. These photographs will be used to publicise and celebrate the event.</p> <p>The photographs will be used by the college for marketing purposes including the publication of the images on the colleges website, social media channels, printed publicity material, and any other such marketing and promotion uses.</p> <p><i>If you object to the publication of your personal data in this way please email <a href="mailto:marketing@forthvalley.ac.uk">marketing@forthvalley.ac.uk</a> no later than 1 week before the event takes place.</i></p> <p>Visual images may be held and processed in both printed and electronic format and will be archived after three years from the date they are taken.</p>
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	Verbal consent will be sought from you for close-up pictures prior to photographs being taken. If you don't wish for your photograph to be taken, you should tell the photographer when consent is requested
<b>Purpose 3: Adjustments to event</b>	Information relating to disability and access needs will only be used to make reasonable adjustments at the event. This information will not be shared with any other department within the college.

The data we collect and use to fulfil these purposes is as follows:

To achieve the following purposes: Purpose 1: Administration - invites, , Purpose 2: Filming, photography and publicity, Purpose 3: Adjustments to event

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**We collect and process the following data:**

- Name, Job Title and Organisation
- Business Email address
- Dietary requirements

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To achieve the following purposes: Purpose 3: Adjustments to event

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**We collect and process the following data:**

- Details of disabilities or other factors requiring adjustments to be made to access and enjoyment of event.

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To achieve the following purposes: Purpose 2: Filming, photography and publicity

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**We collect and process the following data:**

- Visual data of all persons present at the event, including the immediate environs of the event building
- This visual data includes capturing footage and photographs of the event and attendees.

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**Our legal reasons for using the data are:**

To achieve the following purposes: Purpose 1: Administration - invites

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**Our legal reason to use the data is:**

- Use is necessary for the performance of a task in the public interest or under official authority vested in us. This public task includes the provision of a networking event as an educational institution.

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To achieve the following purposes: Purpose 3: Adjustments to event

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**Our legal reason to use the data is:** Use is necessary for us to comply with a legal obligation. That legal obligation being our duty to comply with the Equality Act 2010 by providing reasonable adjustments to allow attendees to access and enjoy the event.

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**To achieve the following purposes:** Purpose 2: Filming, photography and publicity

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**Our legal reason to use the data is:** The legitimate interests of the institution to celebrate and publicise our success with our key partners.

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**The data we use includes special category (sensitive) data. This data is only used for:**

Purpose 3: Adjustments to event

You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Use is necessary for us to comply with a legal obligation (social protection law). That legal obligation being the institution's duty to comply with the Equality Act 2010 by providing reasonable adjustments allow attendees to access and enjoy the event.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

The college uses organisations to support the delivery of high profile events. We may share the data listed above with these organisations who act on their behalf by arranging the award ceremony/graduation. The college use the following external suppliers;

**Eventbrite (Registration)**

The Eventbrite privacy notice [is available here](#).

**Local Media Outlets**

The college uses external photographers to take photographs of graduation day/awards ceremonies. The external photographers act on behalf of the institution and will process the images for the institution.

**College Marketing Staff**

The College will also have members of their Communications and Marketing team in attendance to take photographs and video the graduation ceremony.

**Your data will be retained in the college records system for future events. If you would like your data removed, please email [marketing@forthvalley.ac.uk](mailto:marketing@forthvalley.ac.uk)**

**The following rights are rights of data subjects:**

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

## Privacy notice – Graduation/Award Ceremony Guests

**The following rights apply only in certain circumstances:**

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. [casework@ico.org](mailto:casework@ico.org)**

**The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is [www.ico.org.uk](http://www.ico.org.uk)**