

PRIVACY NOTICE

Privacy Notice – Graduation Ceremonies

The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD
ICO Registration Number: Z9720531

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

This privacy statement relates to the following process:

Graduation

The administration and delivery of graduation ceremonies.

Your information will be used for the following purposes:

All graduates

Purpose 1: Administration - invites	We process your data so that we can invite to your graduation ceremony and you can book tickets.
Purpose 2: Graduation materials	Graduates' name, faculty, award title, and award classification will be included in the graduation ceremony booklet. <i>If you object to the publication of your personal data in this way please email graduation@forthvalley.ac.uk no later than end of August prior to the ceremony.</i>
Purpose 3: Award publication	Graduates' name, faculty, award title, and award classification may be sent to the local and national press for coverage and publication. <i>If you object to the publication of your personal data in this way please email graduation@forthvalley.ac.uk no later than end of August prior to the ceremony.</i>

Graduates who attend a graduation ceremony

Purpose 4: Filming, photography and publicity	Graduation ceremonies are public celebrations of our graduates' success. Given this, the institution The graduation ceremony may be filmed for the purposes of promoting and publicising graduation and the institution. The
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Prepared by: Head of Communications and Marketing

Approved by: Information Governance Group

Date: June 2020

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	<p>recording may also be kept for its archival value. The graduation recording may also be shown online as live webcast or for people to view in the future.</p> <p>The graduation film may also be shown at future graduation events and receptions or used in the institution's promotional and marketing material.</p> <p>Photographs of the crowds at graduation will be taken by the Institution's elected photographers. These crowd shots may include images of you and your guests.</p> <p>It is possible that, in addition to the Institution's own recording, television companies may be present to record, and broadcast, parts of the graduation ceremony, the area around the graduation hall or building, and interviews with graduates, staff or others in attendance. It is suggested that you avoid any such filming should you wish to avoid being recording in this way.</p> <p>During the graduation ceremony, and before and after in the immediate environs of the graduation hall or building, Institution elected photographers will be taking photographs of individuals and groups. These photographs will be used to publicise and celebrate the graduation ceremony and the institution. The photographs will be used by the institution for marketing purposes including the publication of the images on the institution's 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 graduation@forthvalley.ac.uk no later than end of August prior to the ceremony taking place.</i></p> <p>Visual images may be held and processed in both printed and electronic format and will archived after three years from the date they are taken.</p> <p>Verbal consent will be sought from you and your guests 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?</p>
Purpose 5: Calling of name	Your name, award title {and classification} will be read out at the ceremony immediately prior to you walking across the stage.
Purpose 6: Administration – tickets	We will need to process the names of your guests to issue you with their tickets.

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Purpose 7: Adjustments to graduation	Information relating to disability and access needs will only be used to make reasonable adjustments at the ceremonies. This information will not be shared with any other department within the college.
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The data we collect and use to fulfil these purposes is as follows:

To achieve the following purposes:

Purpose 1: Administration - invites, Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 5: Calling of name, Purpose 6: Administration - tickets, Purpose 7: Adjustments to graduation, Purpose 4: Filming, photography and publicity,

We collect and process the following data:

- Name, student number and curriculum area
- Award title, classification and curriculum area
- Names of students' guests (as provided)

To achieve the following purposes:

Purpose 7: Adjustments to graduation

We collect and process the following data:

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

To achieve the following purposes:

Purpose 4: Filming, photography and publicity

We collect and process the following data:

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

Our legal reasons for using the data are:

To achieve the following purposes:

Purpose 1: Administration - invites, Purpose 6: Administration - tickets, Purpose 5: Calling of name

Our legal reason to use the data is:

- Use is necessary for the performance of our contract with students. This contract includes the provision of a graduation ceremony.
- 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 graduation ceremony as an educational institution.

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To achieve the following purposes: Purpose 7: Adjustments to graduation

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 graduation ceremonies.

To achieve the following purposes: Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 4: Filming, photography and publicity

Our legal reason to use the data is: The legitimate interests of the institution to celebrate and publicise its graduates' success and the institution itself.

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

Purpose 7: Adjustments to graduation

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 graduation ceremonies.

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

The College uses events management organisations to administer the graduation ceremony. We share the data listed above with these organisations who act on their behalf by arranging the graduation. The following colleges use the following external suppliers;

Ede and Ravenscroft (Registration)

The Ede and Ravenscroft privacy notice [is available here](#).

Eventbrite

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

Tapestry AV

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

Winning Awards

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

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Printing Services

Selected after quotes from organisations on the relevant APUC national framework.

Local Media Outlets

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

Ede and Ravenscroft (Photography)

The Ede and Ravenscroft privacy notice [is available here](#).

College Marketing Staff

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

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

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

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