



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 for attendees under data protection legislation. 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 (where possible). 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 booklet
- 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
- Your photograph will be taken whilst receiving your 'scroll'
- Crowd shots will be taken by photographers contracted by our overseas partners at the venue and at our graduation receptions 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 may be used to project the ceremonies on to a back screen on stage and this may be streamed externally
- Videos of the ceremonies may be produced and made publicly available by our overseas partners
- 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
- Appropriate photographs and films of these events may be used to promote the activities of Edinburgh Napier University and our overseas partner institutions and these may appear in any of our and our partners' promotional material, in printed or electronic format, including worldwide web sites, such as YouTube, Facebook live or IG story, multimedia productions, course leaflets or prospectuses
- Visual images will be used and retained strictly in accordance with the UK Data Protection Act 2018, UK-GDPR and the University's records retention schedules.

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 contact your local administrator in the first instance. Please see the following privacy notice:

PRIVACY NOTICE

Data Controller	Edinburgh Napier University
Purposes for collection/processing	The University processes personal data for the purposes of arranging and managing graduation events, conferring awards on graduands and documenting the event for the purposes of celebrating the events and future promotion of the University and graduands' achievements.
Legal basis	<p>The legal basis the University relies on is Article 6(1)(e): for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller, namely the University's Statutory Instruments: "for the objects of providing education, carrying out research, and promoting teaching, research and general scholarship" and the administration and support thereof, and "to do anything incidental to the performance of any of their functions and to the furtherance of the objects of the University".</p> <p>The University therefore relies on this legal basis for the purposes mentioned above and 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. We consider the use of images of successful graduates and ceremonies for future promotion of the University to be "furtherance of the objects of the University". 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. To balance</p>

	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.
Whose information is being collected	Students, University employees and all other ceremony attendees, including those invited by students/graduands.
What type/classes/fields of information are collected	Name, identifying numbers, contact details, educational details, photographs and moving images.
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 and overseas academic partners 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.
Who is personal data shared with externally	Overseas academic partners. Publicly – the publication of names in graduation booklets and photographs online.
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 up-to-date, as this will be recorded at this point as a record of the event.
How long is the information kept for	As per the University's Records Retention Schedules.
Will the data be used for any automated decision making? No	
Is information transferred outside the UK?	Data will be transferred to the country in which the graduation is taking place, where the academic partner is based.
<p>*This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data. You can access all the University's privacy notices using the following URL: https://www.napier.ac.uk/privacy-policy</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: https://www.napier.ac.uk/privacy-policy</p>	