

Graduation is a significant moment at UWS and we take pride in helping to make it a day to remember for our students and their guests. Graduation ceremonies are public events. This notice explains how your personal data will be used for the graduation event and what to do if you do not want your personal data to be used in this way.

The University is committed to looking after any information that you make available to us. We aim to be clear about what we will do with your data. This privacy notice explains when and why we collect personal information about you and how we will use this information including the ways we might share this with others. It also explains how we keep your information secure as well as the rights you have in relation to the information we hold about you.

As a graduate, you'll automatically become a member of the UWS Alumni Association. UWS alumni make up a diverse network of over 100,000 graduates across Scotland and the world. You can find more information on how the Alumni Team manage your information [here](#).

The headings below set out the main information we need to give to you. You can click on each heading to find out more detailed information.

The privacy notice will be regularly reviewed to make sure it contains the most up-to-date information. You should check our website to review a copy of our most recent privacy notice. If we make any significant changes to our privacy notice we will contact you to let you know.

If you have any questions about any of the information contained in this privacy notice then you can contact us on [dataprotection@uws.ac.uk](mailto:dataprotection@uws.ac.uk).

### **Who are we?**

The University of the West of Scotland (referred to in this Privacy Notice as the "University", "we", "our" or "us") is the Data Controller under the data protection legislation. This privacy Notice sets out how we process the personal data we collect about you (referred to in this Privacy Notice as "you" or "your") for graduation purposes.

### **What type of information do we collect about you?**

For the management of the graduation ceremony, we collect a variety of information. For example:-

- Full name
- Programme of study
- Academic performance
- Address (to send tickets, degree certificate if graduating in absentia)
- Record of payment fee
- Correspondence related to graduation
- Digital images
- Access requests

For the information for newspapers:-

- Full name
- Programme of study
- Academic performance

**We will seek your consent to share your graduation details for publication in newspapers, you must actively opt-in at the online registration for graduation to allow us to process your information in this way.**

We may also use your information in our publicity materials, e.g. photography from the event.

### **What are the sources of the information we hold about you?**

We collect some of this information directly from the University's student record system at the point of completion of your studies. This is information you provided us with on your application form, at enrolment and during your study time at the University. Some of the information recorded will have been obtained directly from you, for example through the online registration form for graduation.

### **How will we use your information?**

We will use the information we hold about you for the following purposes for graduation:-

- Your name and award will be published in our graduation programmes, if you are attending or *in absentia* (without attending).
- Your name and award if you have given your consent will be shared with newspapers for publication.
- If you graduate in person your award title and your name will be read out at the ceremony immediately prior to you walking across the stage.
- Your photograph will be taken whilst you cross the stage and receive your award.
- Live film feed is used to stream the ceremonies externally.
- Videos of the ceremonies may be produced and screened at later times on the University's campuses digital screens.
- Crowd shots will be taken by the University photographers at the venue and at the reception and these may include images of you and your guests. These images may be used on the University's graduation website and social media channels. They may also be used in future marketing and promotional materials both in the UK and overseas. We will use these images in both printed and electronic format and may use them for a period of up to 5 years after they have been taken. The photographer will ask for you and your guests' verbal consent before taking any pictures of you individually or as part of a small group. If you *do not wish* for your photograph to be taken and used in the way described you must tell the photographer when they ask for your consent.

- Television companies and press may be at graduation to film an honorary guest, you should maintain your distance from any external filming that may take place if you do not wish to be filmed.
- The University visual images will be used and retained strictly in accordance with the UK Data Protection Legislation and the University's records retention schedules.

### **Why do we need to process your personal data?**

The University processes the information for graduation for the following purposes:-

You have given consent to the processing of your personal data for the purpose to be included in the newspaper where you have consented to do so;

Processing is necessary for the performance of our contract with you when you submitted your details on the online graduation registration;

Processing is necessary for the performance of the graduation ceremony carried out by us in our official capacity as provided for by the University of the West of Scotland Order of Council 2019, Schedule 1, Article 5 (3) 6;

- To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions, including honorary degrees and titles
- Management of graduation ceremony

### **How long will we keep your information for?**

Registering for graduation	From date of graduation +1 year
Records of payment fee	From date of graduation +1 year
Correspondence related to graduations	From date of graduation +1 year
Graduation programme	From date of graduation +10 years
Digital images	From date of graduation + 5 years

### **Who has access to your information and who will we share your information with?**

If you have given your consent we will share the information you have given us with newspapers. On completion of your studies your information is also passed on to our Alumni Team, more information on how they manage your information can be found [here](#).

- What choices do you have in relation to your information?

Under the legislation you have certain rights in relation to the information we hold about you:

- To obtain access to, and copies of personal data we hold about you;
- To require us to stop processing your personal data if the processing is causing you damage or distress;
- To require us to stop sending you marketing communications;
- To require us to correct any personal data we hold about you that is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;

- To withdraw your consent to our data processing activities (without affecting the lawfulness of our processing before you withdrew your consent);
- To receive the personal data that we hold about you, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another controller;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Many of the rights above are not absolute so there may be times when you make a request to us and we are unable to meet it in full but if this is the case we will explain to you fully why we have not been able to do what you have asked. You should also be aware that where our processing of your information relies on your consent and you then decide to withdraw that consent then we may not be able to provide all or some aspects of our services to you.

More detailed information about the rights you have any how you can make a request can be found [here](#).

Further information on the following can be found at our Student Privacy Notice [here](#).