**Privacy Notice for Graduation**

Introduced from 25 May 2018 the General Data Protection Regulation (GDPR) will replace the Data Protection Act and govern the way that organisations use personal data. Personal data is information relating to an identifiable living individual. Transparency is a key element of the GDPR and this Privacy Notice is designed to inform you: how and why the University uses your personal data, what your rights are under GDPR, and, how to contact us so that you can exercise those rights. This Privacy Notice relates to graduation.

It is necessary for the University to process your personal data in order to ensure that: You are invited to your graduation ceremony.

**Why are we processing your personal data?**

We are processing your personal data so that you are able to book tickets. Your name appears in the Graduation ceremony booklet, the Class of 2020/2021 hoodies (whichever is relevant), a University Banner displayed on the perimeter of the campus and other marketing materials on the graduation days.

You have an opportunity to feedback on your graduation experience. We are able to respond to any questions you may have related to your ceremony, and forward your query to another department if it’s not graduation related (eg certificate queries) Under the General Data Protection Regulation (GDPR) our processing is necessary for the performance of your student contract and for the legitimate interests of the University.

Whether attending or not attending a graduation ceremony, your name, course title, and if you have a first class degree or distinction will be included in the University's graduation ceremony programme. If you are a prizewinner your name, prize awarded and course title will also be printed in the graduation programme. Your name may be printed on the University's 'Class of 2020’ or ‘Class of 2021’ hoodie and congratulation banner on the perimeter of campus, whichever is relevant.

Graduation is a memorable public statement of students' achievements and the following features are considered essential parts of the ceremony. Your name and award title and if you have been awarded a first class degree or a distinction will be read out at the ceremony immediately prior to you walking across the stage. You will be filmed at the ceremony for the University's graduation recording. The film may also be shown at future graduation events and receptions. The event will also be shown as a webcast via live streaming. Crowd shots will be taken by the University's photographers, which may include images of yourself and your guests. If you attend a graduation celebration images of yourself and your guests may be publicly available on the University website. It is possible that television companies may be present to interview honorary doctors and other VIPs, or to film the event generally. If you do not wish to appear on television, you should maintain your distance from any filming taking place. During the ceremonies and celebrations, the University photographers will be present. They will be using the opportunity to take individual and group shots to be used on the graduation website and on the University's social media channels, for future graduation brochures and booklets, and for marketing and promotion in the UK and overseas. Visual images may be used in both printed and electronic format. Verbal consent will be sought from you and your guests for close up pictures prior to photographs being taken. If you do not wish for your photograph to be taken, you should tell the photographer when consent is requested. 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 university.

You should contact the Graduation Office if: you have a query about how your data is used by the Graduation Office at events@bishopg.ac.uk

For further information on the University’s policies and procedures in respect of Data Protection, please go to: <http://www.bishopg.ac.uk/about/gdpr/> . Data protection related enquiries should be sent to the University’s Information Compliance team via email: Regulatorycompliance@bishopg.ac.uk or in writing to Registrar, Bishop Grosseteste University, Longdales Rd, Lincoln. LN1 3DY.