

## Privacy notice – Graduation in absentia 2020 and celebration events 2021

The Data Controller of the information being collected is: The University of the Highlands and Islands 12b Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000 and its [partner colleges](#) and research institutions listed at the end of this Privacy Notice.

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

This privacy statement relates to the following processing:

### **Graduation in absentia and celebration events for graduates of 2020**

The administration and delivery of graduation in absentia and celebration events.

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

To achieve the following purposes:

Purpose 1: Administration – Graduation invites

Purpose 2: Graduation materials

Purpose 3: Award publication

Purpose 5: Calling of name

Purpose 6: Administration – Guest tickets

Purpose 7: Adjustments to graduation

Purpose 4: Filming, photography and publicity

Purpose 8: To gather feedback on the event and inform future events

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

- Name, address, telephone number, email address (student and personal), student number and faculty of graduates
- Award title, classification and faculty of graduates
- Names of students' guests (as provided)

Your data will be used for the following purposes:

### **ALL GRADUATES**

#### **Purpose 1: Administration – graduate invitations**

We process your data so that we can invite you to view a celebration webpage containing a list of graduates in 2020 and subsequently attend a celebration event at your local campus in 2021. This includes being able to book tickets if your

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	institution tickets its celebration. You may not receive these details if you fail to update your personal details.
<b>Purpose 2: Graduation materials</b>	<p>Students' name, faculty, award title and award classification will be included in the online celebration booklet, whether this is available in print or online or both.</p> <p><b><i>If you object to the publication of your personal data in this way please login to student records at <a href="http://www.studentjourney.uhi.ac.uk">www.studentjourney.uhi.ac.uk</a> to opt out. This must be completed by 25 September 2020</i></b></p>
<b>Purpose 3: Award publication</b>	<p>Students' name, faculty, award title, and award classification may be sent to the local and national press for coverage and publication.</p> <p><b><i>If you object to the publication of your personal data in this way please login to student records at <a href="http://www.studentjourney.uhi.ac.uk">www.studentjourney.uhi.ac.uk</a> to opt out. This must be completed by 25 September 2020</i></b></p>

### GRADUATES WHO ATTEND A CELEBRATION EVENT IN 2021

<b>Purpose 4: Filming, photography and publicity</b>	<p>The celebration events are public celebrations of our students' success.</p> <p>The event may be filmed for the purposes of promoting and publicising the event and the university partnership. The recording may also be kept for its archival value. The recording may also be shown online as a live webcast or for people to view in the future.</p> <p>The film may also be shown at future events and receptions or used in the institution's promotional and marketing material.</p> <p>Photographs will be taken by the university partnership elected photographers and press photographers. These crowd shots may include images of you and your guests.</p> <p>It is possible that, in addition to the institutions own recording, television companies may be present to record, and broadcast, parts of the celebration event, the area around the venue 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>
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	<p>During the celebration event, and before and after in the immediate environs of the venue, Institution elected photographers will be taking photographs of individuals and groups. These photographs will be used to publicise and celebrate the event and the institution. The photographs will be used by the university and its academic partners 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. It is suggested that you avoid any such photography should you wish to avoid being photographed in this way.</p> <p>Visual images may be held and processed in both printed and electronic format and will be used for no longer than three years from the date they are taken.</p>
<b>Purpose 5: Calling of name</b>	Your name and award title and if appropriate classification may be read out at the celebration event.
<b>Purpose 6: Administration – guest tickets</b>	We will need to process the names of your guests to issue you with their tickets, if your campus tickets its graduation.
<b>Purpose 7: Adjustments</b>	Information relating to disability and access needs will only be used to make reasonable adjustments at the celebration events. This information will not be shared with any other department within the university or its academic partners.
<b>Purpose 8: To gather feedback on the event and inform future events</b>	We may contact you after the event to gather feedback and to inform future improvements to the graduate experience.

To achieve the following purposes: **Purpose 7: Adjustments**

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

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

To achieve the following purposes: **Purpose 4: Filming, photography and publicity**

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

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- Visual data of all persons present at the celebration event, including the immediate environs.
  - 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 – Graduate invitations, Purpose 6: Administration – Guest tickets, Purpose 5: Calling of name

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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 celebration event in 2021 in lieu of a graduation ceremony in 2020, which is not possible due to COVID-19 restrictions. This is incumbent on us as an educational institution.
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To achieve the following purposes: Purpose 7: Adjustments

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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 celebration events.

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To achieve the following purposes: Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 4: Filming, photography and publicity Purpose 8: To gather feedback on the event and inform future events

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**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.

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

Purpose 7: Adjustments

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

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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 celebration events.

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

Certain institutions use events management organisations to administer their events. Those institutions share the data listed above with these organisations who act on their behalf by arranging the event.

Ede and Ravenscroft will provide services to aid the administration of the celebration events of the university and its partner colleges.

*The Ede & Ravenscroft privacy notice is available [here](#)*

Other organisations may be involved and if so this area will be updated nearer to the event.

Certain institutions use external photographers to take photographs of the celebration events on their behalf. The external photographers act on behalf of the institution and will process the images for the institution. The university and its partner colleges will have an external photographer taking photos on the day.

### **Your data will be retained in your institution of study and institution at which you elect to graduate for a period of no longer than three years**

#### **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.**

**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)**

- [Argyll College UHI](#)
- [Highland Theological College UHI](#)
- [Inverness College UHI](#)

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- [Lews Castle College UHI](#)
- [Moray College UHI](#)
- [NAFC Marine Centre UHI](#)
- [North Highland College UHI](#)
- [Orkney College UHI](#)
- [Perth College UHI](#)
- [Sabhal Mòr Ostaig UHI](#)
- [Scottish Association for Marine Science UHI](#)
- [Shetland College UHI](#)
- [West Highland College UHI](#)
- [The University of the Highlands and Islands](#)