

## GRADUATION PRIVACY NOTICE

The University of Bolton's graduation ceremonies are significant events for our graduates, their guests and our staff. These ceremonies are public events with official photography taken and live coverage broadcast on campus and online and therefore there is no expectation of privacy under data protection legislation for any attendees. This privacy notice explains how the University will process personal data for and during the event.

This privacy notice applies to all graduating students at the University of Bolton who are intending to graduate or may be eligible for an award, whether they attend a ceremony or not, invited guests and staff. Please note the following important information and ensure that your guests are also aware of the information relevant to them:

### Graduation Ceremony Programme

- Your student name will be listed underneath your award title and subject within the graduation ceremony programme published by the University. The programme is distributed to all those who attend on the day of graduation.

### During the Graduation Ceremony

- 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 at the point that you receive your 'scroll' and shake the hand of the Presiding Officer.
- The University's official photographer(s) that include William Northam will take generic crowd shots (which may include you and your guests) at all venues and graduation receptions.
- For individual or smaller group shots off stage the photographer will seek your consent before taking the photograph. You should advise the photographer before any photograph is taken if you do not wish to be photographed.
- All ceremonies are live streamed to the University website, on screens around campus and ceremony venue, and via social media at the time of the ceremony.
- Television companies may be present to interview our honorary graduands 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 that may take place.**
- Live stream recordings and photographs of these events may be used to market and promote the activities of the University of Bolton and these may appear in any of our promotional materials, in printed or electronic format, including the University website, press, social media, multimedia productions, course leaflets or prospectuses.
- Information relating to disability, access needs and special arrangements will only be used to make reasonable adjustments at the ceremonies. The University may, if necessary, appoint a specialist to ensure that students and/or guests requiring alternative arrangements receive tailored support. We will discuss your requirements with you upon receiving a request and if necessary, with your consent, we may share information with the appointed specialist on the day of your ceremony

so that they are able to support you as necessary. This information will not be shared with any other department within the University and will be deleted from our records after the graduation ceremonies.

- All personal data will be processed in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation.

If you have any queries or concerns about the use of your personal data in regard to your graduation ceremony, please email [graduation@bolton.ac.uk](mailto:graduation@bolton.ac.uk)

Data Controller	The University of Bolton
Purpose for processing	Managing the administrative process in organising graduation ceremonies, conferring awards on graduands and documenting the event for the purposes of celebrating graduands achievements. Marketing and promotion of the University.
Legal basis for processing	<ol style="list-style-type: none"> <li>1. <b>Public Task:</b> Article 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the University.</li> <li>2. <b>Legitimate Interests:</b> Article 6(1)(f), processing personal data for the purposes of photography and filming for marketing and promotion of the University. It is in the interests of both the University and graduands involved to document these occasions which are important life events.</li> <li>3. <b>Consent:</b> Article 6(1)(a), processing personal data in relation to individual or smaller group photographs for marketing and promotion of the University. Sharing information with an appointed third party specialist support provider.</li> </ol>
Whose information is being collected	Students, University employees and all other ceremony attendees, including invited guest by students/graduands.
What information is collected	Name, identifying numbers, address, contact details, educational details, access requirements or reasonable adjustments that may be needed, photographs and film images.
Who is the information being collected from	Information provided directly by students and information created by the University during the course of a students' studies. Images and personal data collected by photographic and film cameras are 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 we share personal data with	Suppliers contracted to design and print the graduation programme, take photographs and publish online and in any of the University's promotional materials, in printed or electronic format. The University official gown suppliers to confirm the appropriate gown for your award. Specialist support providers.
How secure is the information	All personal data is kept securely on University servers in line with the University Information Security Policies available at: <a href="https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/">https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/</a>
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 accurate, as this will be recorded at this point as a record of the event.
How long is the information kept for	Please see the University Records Retention Schedule available at: <a href="https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/">https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/</a>
For more information on data protection: <a href="https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/">https://www.bolton.ac.uk/governance/documents-and-reports/#dataprotection/</a>	