GRADUATION PRIVACY NOTICE

To enable UCEM to arrange your graduation UCEM will need to process and store personal data. UCEM will process and store personal information in accordance with the Data Protection Act 2018 and General Data Protection Regulation 2016.

What information do we collect about you?

The data we process and store about you is taken from your student record held within our student records system. This data includes your name, contact details, qualifications you are awarded and academic record while at UCEM.

On registering for a UCEM graduation you will be asked to confirm if you or any of your guests require special arrangements to attend the ceremony. This information is submitted via e-mail. Disclosure of personal information relating to disabilities and special arrangements for your guests will be processed directly by the Graduation Office. Disclosure for students will be processed in line with UCEM policies and procedures (a link is provided at the end of this document). You should be aware that this information may be passed to the Graduation Office in relation to prize awards.

How do we use the information we collect about you?

We will process your data to enable us to:

- Identify which ceremony you are eligible to attend and make the necessary arrangements for the presentation of your award.

- Compile the graduation ceremony programme.

- Send you invites and tickets in the post to the address you supply on your ceremony registration form and is held on our records.

- Agree special arrangements if you or your guests need these to attend your graduation ceremony.

- Organise prize awards and share your details with prize sponsors where applicable.

We store the data that we process for a maximum of 6 months from the date of your graduation. How data is destroyed is detailed below.

Immediately after the ceremony	Six months	After six months
Details of special needs of guests and graduates	Graduate registration form and any corresponding e-mails	A copy of the graduation programme is held in archive as historical data If a graduate defers attendance to a further ceremony their registration form will be held until they have graduated.

Graduation Ceremony Programme

Within the graduation programme published by UCEM, your student name, as held on our records, will be listed underneath your award title and subject. The programme is distributed to all those who attend on the day of graduation and to those students who are unable to attend along with their certificate.

If you do not wish your name to appear underneath your award title and subject in the programme please email graduation@ucem.ac.uk at least 8 weeks before your ceremony. It will not be possible to make any changes after this date as the programme will be printed.

During the ceremony

Graduations are public events with official photography taken and live streaming broadcast through the internet only.

All attendees, this includes graduands, guests and staff, need to be aware that to attend a ceremony the following are compulsory conditions:

- Your name and classification of award and title will be read out during the ceremony prior to going onto the stage to receive your congratulatory handshake.

- Your photograph will be taken at the point you receive your handshake from the UCEM Principal.

- The UCEM Media Production Team will take generic crowd shots which may include your guests both at the ceremony and the celebratory drinks reception. For individual/smaller group shots the photographer will ask you first before taking the photograph. If you do not wish to be photographed, you should inform the photographer immediately.

- Ceremonies are live streamed to the internet at the time of the ceremony. They may also be used for internal UCEM usage, post-graduation events and generic photographs may be used within the UCEM website or printed UCEM promotional materials.

Please also refer to the UCEM webpage here for further UCEM Policy Documents.

If you have any queries or concerns about the handling of your personal data, please contact the UCEM Data Protection Officer at:

dataprotection@ucem.ac.uk.

This notice will be updated and reviewed at least annually