

## PRIVACY NOTICE - GRADUATION

North East Scotland College takes great care to ensure your personal information is held securely.

This Graduation Privacy Notice aims to tell you:

- How and why the College uses your personal data
- What your rights are
- How to contact us regarding your rights

### Why and how we use your personal data

We need to process your personal data so that:

- You are invited to your graduation ceremony
- You are able to book tickets, gowns and official photographs through our partners, Ede and Ravenscroft
- Your name appears in the graduation ceremony booklet
- We can respond to any queries you may have about the graduation ceremony and forward your query to others if it's not graduation related (e.g. if it's about certificates)

Our processing is necessary for the carrying out of our contract with you as a student and for the legitimate interests of the College.

### Graduands attending a ceremony

The Graduation ceremony is an event to celebrate student achievements and we consider the following elements to be essential parts of the ceremony.

Your name, student number and award will be shared between us and our partners, Ede and Ravenscroft, so that your attendance is confirmed.

Your name and award will be read out at the ceremony immediately before you walk across the stage. You'll be filmed at the ceremony, so that it can be shared in real time on big screens and short extracts may be shared through promotional channels.

During the ceremony and celebrations College photographers (and photographers acting on behalf of the College, under contract) will be around to take individual, group and crowd shots to be used on the College website and social media channels, in future graduation brochures and for marketing and promotion. We'll keep these images

in electronic and print form and will keep them for no longer than three years. Before taking any individual or small group shots we'll ask for verbal consent to do this. If you don't want to be photographed, tell us at the time or please go to the press desk and speak to our team who will be able to help you with your request.

It is the custom of universities and colleges to publish listings of those who choose to graduate. A list complete with first name, surname and town is supplied to Aberdeen Journals and selected local newspapers. If you do not want your name to be in the list passed for newspaper publication you must let us know 30 days prior to the ceremony date. Contact [marketing@nescol.ac.uk](mailto:marketing@nescol.ac.uk).

## Keeping your personal data

Personal information relating to your graduation is kept in by the College and will be deleted within three months of the ceremony taking place. Images will be kept for up to three years as mentioned earlier in this statement.

## Your rights

The laws under the General Data Protection Regulation (which replace the Data Protection Act 1998) give you greater clarity on how your personal information is managed. You have legal rights about the way we manage and use your data, including the right to:

- Ask for a copy of it
- Make changes to your data if it's inaccurate
- Ask us to stop doing something with your data

## Contact

If you have any questions about how we manage and use your data or would like to ask for a copy of the data we hold, our Data Protection Officer can help:

Data Protection Officer  
North East Scotland College Gallowgate Aberdeen AB25 1BN  
Email: [dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

For more information and to view our privacy statements, please go to: [nescol.ac.uk/data-protection](https://nescol.ac.uk/data-protection).