

Privacy Policy

Graduation Privacy Notice

About this notice

Your privacy is important to us and the University of Plymouth is committed to protecting your personal data. This Privacy Notice provides essential information about how the University collects and uses your personal information (data). It is relevant to all attendees of graduation ceremonies and receptions of the University including graduands, guests and staff

1. Who is in charge of the data collected?

The University of Plymouth (the University) is a data controller and will only process your personal data in accordance with the University's data protection notice and in accordance with current data protection legislation (including the Data Protection Act 2018 and the General Data Protection Regulation). The University is registered with the Information Commissioner's Office under registration number Z7546246

The University's Data Protection Officer can be contacted by emailing dpo@plymouth.ac.uk

The University takes its duties and responsibilities under the legislation extremely seriously and will only keep your data for as long as necessary, bearing in mind the purposes for which your personal data is collected.

2. What information do we use?

The type of personal data and sensitive personal data the University may process about you with specific regard to Graduation ceremonies and receptions includes:

In relation to graduands:

- Your name and your student number
- Your permanent and term time addresses, your address at the time of booking and your contact details including personal email and other electronic identifiers
- Your date of birth
- Your academic record
- Your attendance at the University
- Your image and voice through photographs and videos
- Your financial details to process a booking or any applicable refund
- Details of your special requirements for attending the graduation ceremony and reception

In relation to other attendees:

- Your name, if provided by you in communications
- Your contact details, if provided by you in communications
- Your image and voice through photographs and videos

- Details of your special requirements for attending the graduation ceremony and reception

3. How is the information collected and why do we use it?

It is necessary for the University to process your personal data in order to ensure that :

- You are invited and are able to attend the graduation ceremony
- You are able to book and pay for your tickets and to administer any refunds
- Your name appears in the Graduation Brochure which maybe in hard copy or available in digital form on our website
- You are able to be filmed and photographed
- You have an opportunity to feedback on the experience
- We are able to make arrangements to accommodate special requirements
- We are able to respond to any questions you may have related to the ceremony

We use the data we collect to carry out the necessary administration relating to the graduation ceremony, to allow you to register for and attend a graduation ceremony, and to deal with any enquiries you have regarding the ceremony.

All of the information we process about students and their graduation, is recorded on the University's graduation booking platform. Most of this information is provided by you, either during online registration at the beginning of the academic year, or during Graduation registration.

4. Further information on specific processing

During the ceremony University photographers will be present. They will take individual and group shots for the University to use on its website, social media and for marketing and promotional activities. Consent will be sought from you for close up pictures prior to photographs being taken. If you don't want a close-up photograph to be taken you should tell the photographer when consent is requested.

The names and course titles of all graduating students, including those graduating in absentia, will be included in the Graduation brochure which maybe in hard copy or digital form. Digital listings will be available online for a limited period of time during the Graduation period.

Each graduation ceremony is filmed and maybe streamed online, via the University's Graduation web page, in order to allow friends and family who are unable to attend the ceremony to watch at home. The recording is then kept on the University's website after the ceremony, to allow those who wish to view the ceremony after it has taken place to do so.

5. What is the lawful basis for processing personal data?

The University processes your personal data:

- Where it is necessary to perform the contract we have entered into with the student

to enable the attendance of both them and their guests at the graduation event

- Where it is necessary for the performance of a task in the public interest
- Where it is necessary for the University's legitimate interests
- Where it has your consent to do so

Where any sensitive personal data is required in order to make special arrangements this is processed on the basis that the University has a legal obligation to comply with the Equality Act 2010 by making reasonable adjustments to enable graduands and their guests to access and enjoy the graduation ceremonies and receptions.

6. What third parties do we share your data with?

Robing

Limited personal data, including your name, student number, ceremony, and course title, will be shared with our robing supplier to ensure you are able to book your graduation robes online. The privacy notice for our current robing supplier can be found here <https://shop.edeandravenscroft.com/pages/privacy-cookies>

We also share data with other companies providing services on behalf of the University including ticket booking and video clip services.

Graduation Merchandise/prizes

When a student is awarded a prize their details maybe shared with the Sponsor of that prize in order that they have the opportunity to meet at the ceremony or reception. Photos may be taken for publicity and marketing purposes

7. How long do we keep your data?

Details of the timeframes for the University to keep student personal data are available in the University's [Record Retention Schedule](#) .

Information requiring disability and access requirements of other attendees and guests is deleted 3 years after the graduation ceremony.

8. What rights do I have?

As a data subject you have a number of rights in relation to your personal data. You can:

- access and obtain a copy of your data on request
- require the University to amend incorrect or incomplete data
- require the University to stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing
- require us to erase your personal data

- require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.

Please note that the above rights are not absolute, and the University may be entitled to refuse requests where exceptions apply.

Should you wish to have your image or name removed from media recordings or publications please email by graduation@plymouth.ac.uk. Where no objection has been received 14 days in advance of the event it may not be possible to make arrangements for individual's images to be removed or excluded. It may also not be possible to have your name or image removed from the relevant publications, after the date of publication.

For further information or if you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, please contact dpo@plymouth.ac.uk.

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with you can take your complaint to the Information Commissioner's Office (ICO) for a review. They can be contacted at casework@ico.org.uk.

Updated February 2025