

UNIVERSITY OF SOUTHAMPTON PRIVACY NOTICE (Graduation)

INTRODUCTION

The University's Registry department engages in organising and running graduation ceremonies. We value your privacy and we recognise the need to process your Data appropriately.

'Data' refers to the personal data that we hold about you or your guests from which, either on its own or in combination with other data, you can be identified. A list of what data we collect is set out below.

Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

We will be processing your Data under the General Data Protection Regulations (GDPR).

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at <https://www.southampton.ac.uk/graduation/index.page>.

1. WHAT WE ARE PROCESSING

We will collect and process the following Data about you:

- a. Biographical information such as name and birth date
- b. Identification numbers
- c. Your contact details including address, email address and phone number
- d. Bank or credit card/debit card details secured using SSL technology (if paying for extra guest tickets or graduation park and ride)
- e. Records of all contact we have with you
- f. Additional health requirements if provided
- g. Photographs and video images from each ceremony

2. WHERE WE GET IT FROM

We will obtain your Data either directly from you or from third party sources, such as: WPM (graduation application system). We will always look to ensure that any third party has the lawful authority to share this Data with us.

3. LEGAL BASIS FOR PROCESSING

We may need to process your Data to comply with our legal obligations and, if it is necessary, to process it for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

Where you have given your consent to us processing your Data, you have a right to withdraw that consent at any time by emailing us at: graduation@southampton.ac.uk.

You may also request the deletion or removal of your Data in certain circumstances by emailing us at: graduation@southampton.ac.uk.

4. WHY WE ARE PROCESSING IT

This Data is processed to enable you to apply and attend a graduation ceremony at the University, as well as ordering tickets for your guests.

It also enables us to:

provide the best graduation experience for you and your guests, including making provision for any additional requirements;

contact you if there is unexpected change to your ceremony;

If you provide consent: stream live ceremonies for guests who are not in the ceremonial hall to view

If you provide consent: so that you can purchase official photographs or DVDs of your ceremony

If you provide consent: provide you with the opportunity to purchase extra guest tickets

If you provide consent: provide you with the opportunity to purchase graduation park and ride tickets at a discounted rate.

5. COOKIES

Cookies may be used by us to collect Data for the purposes of managing and improving the services on the University Network, establishing your browsing actions and patterns and preparing customised pages. You can refuse cookies, however, if you do refuse cookies you may be unable to access certain parts of the University Network. For more information about cookies on our websites, please see:

https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#university_network_terms_and_conditions

6. PROCESSING FOR LIMITED PURPOSES

We will only process your Data for the specific purpose or purposes that we tell you or if specifically permitted under any privacy legislation and will only process your Data to the extent necessary for that specific purpose or purposes.

7. ACCURATE DATA

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: graduation@southampton.ac.uk.

8. HOLDING DATA

We create and hold your Data both electronically and on paper. We will only hold your Data as long as is necessary for the purpose or purposes that we have collected it.

9. DATA SECURITY

Our staff have a legal duty to keep Data about you confidential. There are strict codes of conduct in place to keep your Data safe. Staff abide by the Data Protection Act 1998 and the University Data Protection Policy.

We endeavour to ensure that suitable organisational and technical measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data. This includes:

- (a) Storing Data on an appropriately secure system.
- (b) Training all our staff in their data protection responsibilities.
- (c) Working with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.
- (d) Ensuring that appropriate protection is in place when we work with trusted organisations based outside the European Economic Area (EEA).

10. SHARING YOUR DATA

We will not share your Data to a third party without your consent unless we are satisfied that the third party is legally entitled to it.

We will be sharing your Data with:

WPM Education (application system, extra ticket sales, Park and Ride advance tickets)

Wippells robe supplier (name, programme of study and ceremony)

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, students and the public or to protect us against any legal liability.

11. HOW DO I ACCESS MY DATA?

If you would like to access your Data please make a request in writing to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ
Email: data.protection@soton.ac.uk

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: graduation@southampton.ac.uk.

12. UNWANTED COMMUNICATIONS

We will, from time to time, contact you by email, post and telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: graduation@southampton.ac.uk to unsubscribe.

13. FURTHER INFORMATION

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at:

http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme.

If you are unhappy with the way that we have handled your data you can contact us at: graduation@southampton.ac.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.