

Graduation Privacy Notice

City of Glasgow College (the “College”) graduation ceremonies are significant events for our graduates, their guests and our staff. These ceremonies are public events and attendance at College graduation ceremonies, involves the processing of personal data for the following purposes; photography, filming, livestreaming and social media and press publication.

This notice explains how personal data will be processed for and during the event and provides guidance should you not wish your personal data to be processed in this way. This applies to all students who are intending to graduate or may be eligible for an award, whether they attend a ceremony or not. Please note the following important information some of which applies to all attendees, including academic and non-academic staff, invited guests, caterers, photographers and journalists;

- 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 whilst you cross the stage and receive your award.
- Crowd shots may be taken by the photographers at the venue and at our graduation receptions and these may include images of you and your guests.
- Your consent will be sought for smaller group or individual photographs prior to these being taken. If you do not wish to be photographed, you should tell the photographer before the photo is taken.
- Live film feed will be used to stream the ceremonies externally. Streaming services are carried out by a third party.
- If you do not wish to have your photograph taken/ video filmed/streamed when crossing the stage, including being handed your award you must tell us by [emailing](#) no later than 2 weeks before the date of your ceremony*.
- Videos of the ceremonies may be produced and screened at relevant post-graduation receptions and, at a later date, will be made available for viewing from the College’s website and YouTube channel.
- Appropriate photographs and films of these events may be used to promote the activities of the College and these may appear in any of our promotional materials, in printed or electronic format, including worldwide web sites, multimedia productions, course leaflets or prospectuses. Please note that websites can be seen worldwide.
- Visual images will be used and retained strictly in accordance with the UK Data Protection Legislation and the University’s records retention schedules.
- Details of your graduation, including your name will appear in The Herald Newspaper. If you do not want your name included for these purposes you must tell us by [emailing](#) no later than 2 weeks prior to the date of your ceremony*.

If you have any queries or concerns about the use of your personal data for/at our Graduation ceremonies, please email graduation@cityofglasgowcollege.ac.uk no later than 2 weeks prior to the date of your ceremony.

For further information about how the College processes your personal data, please see the [full student privacy notice](#). If you have any questions about this notice, please contact dpo@cityofglasgowcollege.ac.uk.

*When emailing please ensure that you include your Student ID and programme of study.