

Privacy Notice – The administration and publication of your graduation ceremony

The Data Controller of the information being collected is: The Scottish Association for Marine Science, Scottish Marine Institute, Oban, Argyll, PA37 1QA. Phone: 01631 559000

For any queries or concerns about how your personal data is being processed you can contact the Data Privacy Manager at DPE@sams.ac.uk

This privacy statement relates to the following processes:

This process involves the use of applicant data for:

- 1) Issuing invitations to the ceremony, and your guests with tickets
- 2) Publication of your success in the graduation ceremony booklet and possibly local and national press coverage
- 3) If you attend, issuing a photograph of the day, to you. Possibly filming the event for promotional and marketing material, in the future, which may include on-line or print. Your name will be called, to instigate certificate collection.

Your information will be used for the following purposes:

- 1) To enable access to the ceremony.
- 2) To publicise the students success, and to promote SAMS to future potential students as a learning centre.
- 3) To hold as a historic record, of the success of the current year graduates.
- 4) To create images of the celebration and success of your achievement.

Our legal reasons for using your data are:

Use is necessary for us to carrying out our obligations under the Contract which we have entered into with you, and in legitimate interest of the celebration of student success at the institution.

If you were to withhold the personal information we require for this process, the consequences would be:

We would be unable to issue you with tickets. If you wish you can refuse to have your photograph taken, in any close shots, we cannot guarantee that you would not be included in any wider, or more distant shots, if you decide to attend.

Your data may be shared with the following recipients:

Local and National media companies

We may share your images on-line, via our website, facebook and social media sites.

Your data such as your email address will be deleted within 6 months after the graduation. Images which are published, printed or shared will be permanent records, images taken but not initially used will be stored for a period of 5 years before being deleted.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk