



Graduation Privacy Notice

1. Introduction

Data collected and used in relation to Graduations is managed by the University of London.

We are registered as a data controller with the Information Commissioner's Office [notification number is Z5419651] and we have a Data Protection Officer, who can be contacted via data.protection@London.ac.uk. You can find out more on our data protection webpage at <http://www.london.ac.uk/data-protection.html> <http://www.london.ac.uk/data-protection.html>

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses in relation to your graduation.

2. What information do we collect from you?

We use the following data about our graduates to manage graduation:

- Name
- Email addresses
- Phone number
- Date of birth (if a Visa letter is required)
- Passport number (if a Visa letter is required)
- Student Reference Number
- Course details
- Awards information
- Dietary requirements
- Payment details including address

3. Why do we collect this information?

We collect and use your personal data to enable you to sign up and purchase tickets for Graduation events. We use it to manage Graduation events and to invite you to an Alumni celebration.

We also publish your name and award on our website.

Data is shared internally with our Development Office who use it to reconcile and update your Alumni record.

We process this data in the legitimate interests of the University of London as well as in your own legitimate interests. These purposes will never override your personal interests, fundamental rights and freedoms in relation to your personal data.

4. What do we do with this information?

We collect your data directly from you when you fill in the registration form. We take details of your course and award from our student records system.

Data is stored by our Graduation partner, Marstons, who store it in a cloud hosted system. You can find more information about how Marstons handle your data at their Privacy Notice here [Privacy Policy | Marston Robing Privacy Policy](#)

The University has carried out due diligence to make sure this third-party stores data in line with data protection expectations.

The University processes personal data in accordance with data protection legislation and our own Data Protection Policy

5. **How long do we keep your information?**

We keep your personal data in accordance with the University's retention schedules.

This means that data collected and used to manage the Graduation process is kept for 2 years. The information is then destroyed.

Data used to update and reconcile your Alumni record is kept permanently. You can find more information about how data is used by the Development Office in their Privacy Notice here [Development Office Privacy Statement | University of London](#)

6. **Who do we share your information with?**

As explained above, we share your data internally with our Development Office.

We share it externally with our partner, Marstons, who process data on our behalf as explained above. We would also wish to share your contact information with the academic institutions with which your course is affiliated in order for them to invite you to other relevant celebration events around the University of London Graduations ceremonies.

7. **What rights do you have in relation to the way we process your data?**

As an individual whose data we process (a data subject), you have certain rights in relation to the processing. You can find detailed information about **your rights as a data subject**.

You have the right to:

- Withdraw your consent for us to process your personal data where we have relied on that consent as our basis for processing your data.
- Ask us to confirm that your personal data is being processed and to gain access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.
- Request that we rectify any inaccuracies where the data we hold on you is inaccurate or incomplete.
- Have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the **guide to data subject rights information**.
- Restrict the processing of your personal data in certain ways.
- Obtain your personal data for reuse.
- Object to certain processing of your personal data.

If you would like to exercise any of your rights please look at the information available on the [data subject rights webpage](#)

Make a complaint

If you have any concerns about the way that we have handled your personal data please **email the Data Protection team** as we would like to have the opportunity to resolve your concerns.

If you're still unhappy, you have the right to **complain to the Information Commissioner's Office** (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.