How we use your information

Your personal data is processed in a variety of ways at graduation. It is used to confirm your qualification and issue your degree certificate, to manage the graduation ceremony and garden party, to celebrate your success through inclusion of your information in the newspapers and to offer commemorative items for sale that include your name as mementos of your day and your time as a student of the University of Dundee.

Personal data

Confirmation of qualifications and degree certificate:

- Full Name
- Programme of study
- Academic performance
- Address

Management of graduation ceremony:

- Full Name
- Programme of study
- Academic performance
- Address (to send tickets, degree certificate if graduating in absentia)

Inclusion of information in newspapers:

- Full Name
- Programme of study
- Academic performance

Production of commemorative items:

- Name
- Year of graduation
The University may also use your information in its publicity materials, photography from the event etc. Please see our separate privacy notice for public engagement and major events at www.dundee.ac.uk/information-governance/dataprotection.

**Sensitive (special categories) of personal data**

We do not routinely hold special categories of personal data for this purpose. However, we may have such information if you provide it to us directly, for example so we can make appropriate adjustments for a disability.

**Data controller**

The data controller for this personal data is the University of Dundee.

Data concerning your student record is held in our student records system, SITS. This is hosted locally on the University’s systems.

The programme for the graduation ceremony is printed by Winter and Simpson Print. The University has a data processing agreement with them to safeguard your data. Your data is removed from their systems upon completion of the print run.

Information on graduation is sent to The Scotsman, The Herald and The Courier newspapers further to your consent for the inclusion of your information in publicity.

Commemorative items are produced by Campus Global Ltd. They retain your name and year of graduation in artwork for 20 years to allow you to order and reorder graduation merchandise in future. If you would like to ask them to remove your name from any artwork if you had consented to that previously, please contact them via [https://uk.campusclothing.com/contactus](https://uk.campusclothing.com/contactus). You can also contact the University.

Your data is also held in Microsoft 365, the providers of the University’s productivity software (email, word-processing, spreadsheets etc) and Box.com, the University’s file sync and share service. Both these providers are cloud-based and have adopted binding corporate rules to demonstrate their commitment to safeguarding data to European standards.

**Lawful processing**

The lawful grounds for processing your personal data are:

**Confirmation of qualifications and degree certificate:**

- for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
Management of graduation ceremony:

• processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Inclusion of information in newspapers:

• the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Production of commemorative items:

• the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Where you provide special categories of personal data to the University, the lawful basis for the processing of that data is normally:

• processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Your rights

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, limit or complain about the use of your information, please let us know by emailing dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner’s Office.