PRIVACY NOTICE

Graduation

The data controller for the information being collected and used is South Lanarkshire College. Our registered office is College Way, East Kilbride, G75 0NE.

If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at dpo@slc.ac.uk.

How we use your information

The College will use your personal information for the following purposes:

- Administration and communication with you about your attendance at the event
- Production of Award Ceremony materials, presentation showing student names and awards during the ceremony
- Publication of names and awards in local and national press
- Live streaming, photography and recording of the ceremony, to publicise the event via social media and the College website.

Personal information collected

- Contact details. E.g. name, email address, address
- Student Number, Course and Award

Our lawful basis for using this information

- **Contract:** the processing is necessary for a contract with you as a student.
- **Legitimate Interests:** the processing is necessary for the legitimate interests of the College, to celebrate and publicise student success and the College itself.

Sharing Your Information

The College may share your information with:

- The Award Ceremony will have live streaming, photography and recordings. It will be available to view publicly on social media (YouTube and Facebook) and the College website.
- Local and National Press.

Transfer outside the UK

Digital media may potentially be viewed online by any member of the public worldwide; some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides, such as the United States.

Retention of Information

The College will retain your personal information as detailed below:

- Information on your registration to attend – one month after the ceremony
- Recordings will be kept permanently in an archive to serve as a record of College life and may appear in future commemorative materials or events.

Your Rights

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You have the following rights in relation to the personal information the college use:

- Right of access to confirmation of processing and copies of your personal data
- Right to rectification if personal data we hold about you is incorrect
- Right to restrict processing of your personal data
- Right to complain to the Information Commissioner's Office about how we handle your data.

In some circumstances you also have the following rights:

- Right to object to our processing of your personal data
- Right to request erasure of your personal data (deletion)
- Right to data portability

If you do not wish to have your name and course details shared on our website and social media or published in the press, you can opt out by emailing graduation@slc.ac.uk by 9th Nov 2026.