

GRADUATION PRIVACY NOTICE

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the Data Protection Act 1998, and from 25 May 2018 with the General Data Protection Regulation (GDPR).

What we collect

The personal data which the University processes about you will include personal details about you such as your name, address, contact details and your current job role.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the General Data Protection Regulation you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – University Publications

The University would like to process your personal details to include in publications which includes publishing your name in the University's graduation brochure.

Legal basis for processing your information for Purpose 1

We will process your personal data in order to use your name in publications on the basis of your consent. You have the right to opt out of this type of processing at any time.

Consent

- I consent to my personal data being used in the University's graduation brochure
- No thanks, please **do not** process my personal data for use in the University's publications

Purpose 2 – Newspapers

The University would like to process your personal details to include publications in newspapers which includes the Birmingham Mail. This will include publishing your name and programme studied in the newspaper.

Legal basis for processing your information for Purpose 2

We will process your personal data in order to use your name in newspapers on the basis of your consent. You have the right to opt out of this type of processing at any time.

Consent

- I consent to my personal data being used in newspapers such as the Birmingham Mail
- No thanks, please do not process my personal data for use in newspapers such as the Birmingham Mail

Purpose 3 – Graduation Requirements

The University will process your personal data in the event that you and any of your guests have any specific requirements when attending graduation. This may include any details of mobility requirements and any seating requirements. This data will be used in order to allow us to manage the graduation event.

Legal basis for processing your information for Purpose 3

We will process Special Categories of Data (e.g. information relating to health, disability or mobility requirements) if you have made us aware of such data (GDPR Article 9(2)(e)). This information will only be used to enable us to provide appropriate services when you and your guests attend graduation.