



**NEW
COLLEGE
LANARKSHIRE**

Privacy Notice

Award Ceremony

This notice covers the processing of personal data processed when registering and attending our Award Ceremony.

The data controller is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

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

How we use your personal data

We will use your personal data for the following purposes:

- Administration and communication with you about your attendance at the event
- Providing tickets to you and your guests

Our lawful basis for this is contract.

- Production of Award Ceremony materials such as brochures
- Publication of names and awards in local and national press
- Filming, photography and publicity of the ceremony for marketing purposes

Our lawful basis for this is Legitimate Interests. It is necessary for the legitimate interests of the College, to celebrate and publicise student success and the College itself.

- Making reasonable adjustments relating to disabilities or access needs of you or your guests

Our lawful basis for this is Legal Obligation, under the Equality Act 2010

Personal data processed

- Contact details
- Student Number, Course and Award
- Images
- Information on any adjustments required

Sharing your personal data

We will share your personal data with:

- Local and National Press for the publication of names and awards

Retention of personal data

We will retain your personal data for as long as it is required for the purposes described in this privacy notice and as below:

- Information on your registration and attendance will be deleted one month after the ceremony

Your rights

You have rights in relation to the personal data we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

Opting out of your name being published

If you do not wish to have your name and award details published in the Award Ceremony brochure or in the Press, you can opt out by emailing graduation@nclan.ac.uk.

Data protection complaints

If you feel your data protection rights have been infringed you have the right to complain to us about this. To make a data protection complaint to us please email your complaint to data.protection@nclan.ac.uk.