

Ceremonies Unit Privacy Notice

Data Controller

The Data Controller is the University of Durham. Our Registration Number in the Data Protection Public Register is Z5704339.

Overview

The Ceremonies Unit is responsible for managing Congregation, Matriculation and other University ceremonies as well as arranging University representation at the Remembrance Service, Founders and Benefactors and other special Cathedral services. The Ceremonies Unit also supports the process for the nomination of honorary awards through the Senate Advisory Panel on Ceremonies and Honorary Degrees.

Types of personal data collected and held by the Ceremonies Unit and method of collection

If you are a student some of the personal data that the Ceremonies Unit can access about you is held in your student record. This personal data will have been collected from you as part of your studies application process or provided by you via updates to your department or college during your time as a student and will include:

- Your legal name;
- Your correspondence address, email addresses and telephone numbers;
- Your college.

Some of the personal data the Ceremonies Unit can access about you has been created by Student Registry as part of your education record, namely:

- Student ID number;
- Mode of study (e.g. full time, part-time, distance learning);
- Academic department, level and programme of study;
- Start, end and graduation dates;
- Reason for leaving, type and classification of degree;
- Any debts you owe to the University or college.

Some of the personal data the Ceremonies Unit holds about you is provided by you during your transactions with us, namely:

- Updates to your personal details including parchment delivery address;
- Your attendance at graduation – Yes, No or Defer;
- Number of guest tickets you have requested;
- The title of your thesis (if required);
- Record of verbal or email conversations;
- Special needs information including any declared disabilities and/or special requirements for the ceremony;
- Website activity (DUO Banner Self Service Congregation and Parchment Registration).

How personal data is stored by Ceremonies

Personal data of students, guests and other stakeholders is stored by the Ceremonies Unit in a proprietary database called Banner. Banner is installed on the University's servers located in Durham. Access to personal data is restricted to those members of staff who have a requirement to

maintain a relationship with you, and is controlled through password protection and user security profiles. All University employees, contractors and volunteers that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

How personal data is processed by Ceremonies

Personal data is processed by the Ceremonies Unit and the University's colleges and departments, to:

- Confirm and arrange your attendance at graduation
- Communicate arrangements to you
- Promote offers you may be interested in
- Send other news and updates

Following graduation, some of the personal data that the Ceremonies Unit holds about you is transferred from your student record to the University's alumni database, Raisers Edge. For queries regarding data processed by the Development and Alumni Relations Office please visit

<https://www.dunelm.org.uk/privacy-notice>

Who Ceremonies shares personal data with

Personal data is shared with third party organisations in a limited number of instances.

The University is required to disclose some personal data of graduates to the Higher Education Statistics Agency (HESA) for the purpose of a survey of new graduates.

If you have registered to attend graduation we may share some (relevant) information with marshals who assist us at the event.

The Ceremonies Unit may share personal data with third party organisations which carry out contracts on behalf of the University (e.g. the event venue hosts, film & TV crew, photographer, robe supplier). The Ceremonies Unit will only share personal data that is relevant and proportionate. The University's partners are subject to contractual agreements which help to ensure compliance with Data Protection legislation.

When Ceremonies shares personal data as detailed above we ensure that security is maintained using tools such as encryption. Personal data is NEVER sold on to third parties.

How long personal data is held by Ceremonies

The student congregation record will be deleted following their attendance at a graduation ceremony plus one year.

If the student does not attend their ceremony the date above will still be applicable.

If a student defers their attendance to a future graduation we will hold their information until the ceremony they attend plus one year.

The Ceremonies Unit will delete the personal data relating to graduation it holds within the student congregation record, but the student record itself would be subject to the retention period as noted on the Student Records Management webpage: <https://www.dur.ac.uk/ig/rim/retention/>

How to object to Ceremonies processing your personal data

Individuals have the right to object to the Ceremonies processing their personal data for any or all of the purposes set out in this Privacy Notice; they may do so at any time. To exercise this right, please email congregation@durham.ac.uk giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections for descriptions).

Access to personal information

You have a right to request copies of the data held about you at Durham University. To do so please submit a subject access request <https://www.dur.ac.uk/ig/dp/sar/>.

Should you object to the holding of your data by Durham University Ceremonies Unit, the use of your data for any or all of the above purposes, or should you wish to amend the type of communications you receive or the way in which we contact you, please contact congregation@durham.ac.uk.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 23 April 2018.

Further Information

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email us or write to:

Ceremonies Unit
Palatine Centre,
Durham, DH1 3LE
congregation@durham.ac.uk