

## PRIVACY NOTICE – GRADUATION CEREMONY

**Data controller:** European School of Osteopathy (“ESO”)  
Boxley House  
Maidstone  
Kent ME14 3DZ  
Tel. No. 01622 671558

### 1.0 INTRODUCTION

This Privacy Notice explains how we will collect and process personal data in respect of the Graduation Ceremony. The ESO is committed to being transparent about how it collects and uses that data and to meeting our data protection obligations under the General Data Protection Regulations (“GDPR”).

### 2.0 USE OF YOUR PERSONAL DATA AND THE BASIS FOR PROCESSING

We require information about you, and your guests, to make arrangements for the forthcoming Graduation Ceremony. Most data is drawn from your student record, including your name, contact details and your award. We will also retain a record of special requirements you or your guests may have.

Regardless of whether or not you attend the ceremony your name (as registered with the ESO) will be printed in the graduation programme, although you can opt out of this by contacting us, using the details below, at least 2 weeks prior to the ceremony. The programme is distributed to all those who attend the ceremony. Please note that your degree classification will **not** be printed in this programme.

### 3.0 DURING THE CEREMONY

Graduation ceremonies are public events and, therefore, there is no expectation of privacy under data protection legislation for any attendees. Graduates, guests and staff should be aware the following aspects of a ceremony are considered a mandatory condition of your attendance:

- Your name will be called out during the ceremony prior to you receiving your award. Your classification will not be read out.
- Your photograph will be taken at the point that you ‘receive’ your award.

- The ESO's official photographer may take generic crowd shots (which may include you or your guests) and these may be used for marketing and publicity on our website, social media and in our publications. If do not wish to be included, you must inform the photographer at the time the photograph is taken.
- The ESO may arrange for the ceremony to be filmed and this footage may be used for publicity on our website, social media and video sharing service.
- Television/radio companies may be present to interview our honorary guests or to record the event, if you do not wish to appear on the television/radio please keep your distance from any filming/recording that may take place.

#### **4.0 HOW LONG YOUR PERSONAL DATA IS KEPT**

We will retain booking information for 1 academic year after the relevant graduation period.

#### **5.0 CONTACT US**

If you require more information, have any queries or need further advice regarding the use of your personal data for graduation purposes, you can email us at [registry@eso.ac.uk](mailto:registry@eso.ac.uk).

*If you have any questions about this Privacy Notice or how we process your personal data, please contact a member of the ESO Executive Team.*