

## **Data Protection Privacy Notice:**

This privacy notice explains how IICP College collects and uses personal data of its graduands/graduates and those who attend our graduation ceremonies.

### **How we use your personal data and the basis for processing:**

We require information about you in order to enable us to verify that you are a graduating student, send you relevant communications about the event and to ensure that we are able to accommodate you and your guests at the forthcoming Graduation Ceremonies. Regardless of whether or not you attend the ceremony your name (as registered with IICP College) will be printed in the graduation ceremony programme. This is distributed to all those attending the ceremony. Please note that your degree classification will not be printed in this programme.

### **The Graduation ceremony:**

The ceremonies are public events and therefore there is no expectation of privacy under data protection legislation for any attendees. Graduation is a memorable public statement of students' achievements, and the following features are considered to be essential parts of the ceremony. Please note that because these are essential aspects of a graduation ceremony, they are considered a mandatory condition of your attendance.

- ! Your name and award title will be read out at the ceremony immediately prior to walking across the stage. Your degree classification will not be read.
- ! The ceremony will be streamed live and hosted on YouTube. Live streaming will continue for the duration of the ceremony and may include images of yourself and your guests.
- ! An official graduation recording will be made available on YouTube. Footage may also be used by IICP College for publicity purposes.
- ! An official photographer will be present to take individual and group shots, which may include images of yourself and your guests. As you cross the stage, the College's photographer (Lafayette) will take a shot of you with the College President. These images may also be used by IICP College for publicity purposes.
- ! Live streamed and photographic images may be used by IICP College for marketing and publicity on our website, social media and in our publications. Visual images may be used in both printed and electronic format and will be used for no longer than one year. If you do not wish to be included, you must inform the photographer at the time the photograph is taken.

### **How long your personal data is kept:**

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

### **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 on [studentservices@iicp.ie](mailto:studentservices@iicp.ie)