

## Privacy Notice

### Graduation Ceremonies: StageClip

#### 1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office (ICO) as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation.

A copy of this registration can be found [here](#).

#### 2. Contact details of the Data Protection Officer

The Data Protection Officer is responsible for advising the university on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the university is processing your personal data, please contact the Data Protection Officer at:

University of Gloucestershire  
Fullwood House  
The Park  
Cheltenham, GL50 2RH  
Email: [dpo@glos.ac.uk](mailto:dpo@glos.ac.uk)

#### 3. What information do we collect about you?

When you opt-in to use the StageClip facility, you consent for the following information to be provided to StageClip Ltd by the University: your forename (given name), surname (family name), your University student number and the name of the course that you studied.

#### 4. How will your information be used?

The data noted in Section 3 will be sent to StageClip and married to the short clip of you receiving your award at your graduation ceremony. This clip will be posted on a website managed by StageClip and will be available to you for download.

StageClip have been commissioned by the University to deliver a brief questionnaire about your post-study activities. The information supplied to StageClip Ltd will be used to identify you in order that the answers you provide can be assigned to your University of Gloucestershire record.

#### 5. What is our lawful basis for processing your personal data?

By opting-in to the StageClip service you are providing explicit consent for the data described in Section 3 to be sent to StageClip and processed in accordance with Section 4.

#### 6. Who receives your information?

StageClip Ltd, Manor Court Chambers, Townsend Drive, Nuneaton, CV11 CRU.

## **7. Transfers to third countries / international organisations and safeguards in place**

Not applicable – your data is not transferred outside the EU.

## **8. How long will your information be held**

StageClip will retain your clip and the personal information identified in section 3 for 18 months from the date of your ceremony. However you may request for your clip to be removed at anytime by contacting StageClip via: <http://www.stageclip.com/contact-us/>

StageClip will retain your answers to the questionnaire for no more than 2 months from submission.

The university will retain your data, including the answers to the questionnaire according to the [Student Privacy Notice](#).

## **What are your rights?**

Under Data Protection Legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;
- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and the University may be entitled to refuse requests where exceptions apply.

Any requests or objections should be made in writing to the University's Data Protection Officer. See Section 2 overleaf for contact details.

## **10. How to raise a query, concern or complaint**

If you have queries, concerns or wish to raise a complaint regarding the way in which your personal data has been processed you should contact the Data Protection Officer in the first instance using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for investigation. The ICO can be contacted at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,

Cheshire,  
SK9 5AF

Telephone: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)