



# Graduate Showcase Privacy Notice

## Introduction

Throughout this privacy notice, "University" "we", "our" and "us" refers to the Norwich University of the Arts. "You" and "your" refers to the Graduate Online Showcase profile holder.

Norwich University of the Arts is a registered data controller. We collect, hold and process personal information relating the work submitted to be displayed in the University's Graduate Showcase. We celebrate your achievements and provide you with an opportunity to connect with prospective employers and key practitioners within industry. We process your personal data in compliance and accordance with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

You may also want to read other Norwich University of the Arts privacy notices. If you use our website, please read the website privacy notice. We do our utmost to protect your privacy. As such we have security systems and procedures to protect information from unauthorised disclosure, misuse, or destruction.

## What types of information we hold about you

When you submit your work for the Graduate Showcase, we ask you to provide your name, your personal email address, your personal statement, and links to your social media profile including any websites or online shops you may own. We will connect your submission to your student email address, but this will just be for internal administrative purposes and will not be published on your profile.

## How and why we collect this information

We collect personal information directly from you to enable the celebration of your achievements and to provide an online portfolio of your work to allow users, prospective employers and industry to engage with you.

The University complies with the provisions of the Data Protection Act 2018 which sits alongside the UK General Data Protection Regulation (UK GDPR). Article 6 of the UK GDPR defines six different lawful grounds for an organisation to be permitted to process personal data, and the University is legally obliged to determine and advise you of under which of the legal bases your personal data is processed. We rely on '*consent*' from you, under Article 6(1)(a), as our legal basis and it is important to note that you have the right to withdraw that consent at any time.

## How we use your information

The University uses your information in a number of ways. These may include;

- Crediting your work on your Graduate Online Showcase profile.
- Managing the operations of the Graduate Online Showcase.
- Facilitating industry and employer engagement.
- Promoting the University's courses at recruitment and outreach activities.
- Displaying and crediting your work at graduation ceremonies.

There may be occasions where the University would like to use your work for promotional and marketing reasons. Although we will ask for your permission before we do this, it is important that you read the 'Publishing Student Work Privacy Notice' as the data we collect and use for this purpose will be processed under a different legal basis.

## Who we might share your information with

Your information will be used primarily by the University to credit your work on your Graduate Online Showcase profile, which is publicly available.

## How long we keep your information

Your student profile will be displayed on the Graduation Showcase for a period of one year. It will then be removed from the site and securely retained by the University for a maximum of five years, although it may be deleted earlier.

## Your rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information (this is known as a Subject Access Request or SAR).
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate or incomplete. If you wish to correct any information we hold about you, please contact [info@norwichuni.ac.uk](mailto:info@norwichuni.ac.uk) in the first instance.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact our Data Protection Officer at [dataprotection@norwichuni.ac.uk](mailto:dataprotection@norwichuni.ac.uk) if you wish to make a request or have any queries.

If you believe your data has been breached, please speak to the University. The [Information Commissioners website](#) provides more information on data breach rights.

## How to contact us

If you require further information or have any concerns about how your personal information is held and processed by us, please email the University's Data Protection Officer at [dataprotection@norwichuni.ac.uk](mailto:dataprotection@norwichuni.ac.uk) or write to us at Data Protection Officer, Norwich University of the Arts, Francis House, 3 -7 Redwell St, Norwich NR2 4SN.

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

ICO Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Changes to this privacy notice

We keep our privacy notices under regular review.

This privacy notice was last updated on 17 August 2023