

## Graduation Events Privacy Notice

This notice explains how your information will be collected and handled when you are eligible to graduate and when you take part on a graduation event of the University of Technology Sydney (referred to as we, us, our or UTS). This notice is in addition to the privacy notice in the Student Declaration.

To support us in managing our graduation ceremonies and events, and to support your attendance, you will be engaging with our contracted service provide, GFP Graduations. The name and course details for eligible graduands are provided to our service provider to support your registration. Refer also to the [GFP Graduations Privacy Policy](#).

### Collecting your information

Additional information collected to support your graduation attendance includes:

- Personal email and contact number to enable us to communicate with you in addition to your student email.
- Sizing for providing graduation gowning.
- Accessibility and dietary requirements of you and your guests where relevant to support to attend your ceremony.
- Indigenous status, for the purpose of providing our indigenous students with a sash to wear with your graduation gown.

Where you are booking tickets for family members, we will also collect their name, and contact details if provided, to support their attendance.

Further information may be collected as part of your attendance, including photographs and graduation recordings.

### Using your information

Your information will be used:

- to support your registration and attendance at your nominated graduation ceremony.
- to communicate with you about your event, including requesting the return of graduation gowns following the event.
- for marketing purposes from GFP Graduation Services, if you opt-in to follow-up marketing when you checkout. You can unsubscribe from marketing at any time. Refer to GFP Graduations' [privacy policy](#).

### Who receives your information

Your information may be provided to other parties in the following situations:

- GFP Graduation Services and UTS share information for the above purposes.
- Other service providers may also be used where necessary. For example, in the case of overseas graduation ceremonies, we may have local service providers supporting our event.
- Where it is permitted or required by law.

Graduation ceremonies themselves are considered public events. Ceremonies are live streamed in UTS public spaces and can be accessed online via public Zoom links. Graduation programs, event photos and videos will be publicly available, including for photos, via [UTS Alumni Flickr](#), and for graduation ceremony recordings, on [UTS's YouTube](#) site.

## How long your information is retained

Your information will be kept for as long as it is needed for the purposes in this notice, and in line with our requirements to keep records under the [State Records Act 1998 \(NSW\)](#).

## Your rights

You can contact us to:

- request access to or correct your information.
- request us to stop processing your information or to restrict how your information is processed. This may limit or prevent us from managing and supporting your attendance.
- request us to delete your information. Restrictions may apply depending on our legal obligations.
- make a complaint about how your personal information has been handled.

Refer to the contact details below to exercise your rights.

## Contact us

If you have any questions about this notice or wish to make a request in relation to it, please contact:

UTS graduations team	1300 ASK UTS (1300 275 887) <a href="mailto:Graduations@uts.edu.au">Graduations@uts.edu.au</a>	For enquiries, submit a request via the UTS Student Centre
GFP Graduations	Australia: 1300 360 445 International: +61 8 8154 1388 <a href="mailto:support@gfp.com.au">support@gfp.com.au</a>	For support in applying for a graduation ceremony. To change your information to marketing or your subscription options.
Graduations in Shanghai (UTS SILC Learning Centre Office)	<a href="mailto:business.SILC@uts.edu.au">business.SILC@uts.edu.au</a>	For support with graduation ceremonies held in Shanghai

## Further information

Refer to our [privacy at UTS](#) for further information about privacy at UTS, including our privacy contacts.