



Privacy notice – Creative Industries Degree and Diploma Show Private View

The Data Controller of the information being collected is: Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD. Phone: [01324 403 000](tel:01324403000).

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dataprotection@forthvalley.ac.uk

This privacy statement relates to the following processing:

Creative Industries Degree and Diploma Show

The administration and delivery of our annual Creative Industries Degree and Diploma Show Private View.

Your data will be used for the following purposes:

All delegates

Purpose 1: Administration - invites	We process your data so that we can invite you to RSVP to the event.
Purpose 2: Materials (on/offline)	Delegate names, email address and Organisation will be included in our event invitation list, including registration, (only available to relevant FVC staff) <i>If you object to the use of your personal data in this way please email or would like to unsubscribe from this list please email marketing@forthvalley.ac.uk</i>

Invited guests attending the Private View

Purpose 3: Filming, photography and publicity	Our annual Degree and Diploma Show Private View is a networking event, which allows Forth Valley College to recognise and celebrate the successful work our staff and students do within the Visual Arts area of the Creative Industries and share this with family, friends and relevant stakeholders. Given this, the College may film the event for promotional purposes. The recording may also be kept for its archival value. The footage may also be used in the College’s marketing material. It is suggested that you avoid any such filming should you wish to avoid being recorded in this way. Photographs of the private view will be taken by the College’s elected photographers. These shots may include images of you. During the event, and before and after the event the college’s elected photographers will be taking photographs. These photographs will be used to publicise and celebrate the event.
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	<p>The photographs will be used by the College for marketing purposes including the publication of the images on the college's website, social media channels, printed publicity material, and any other such marketing and promotion uses.</p> <p><i>If you object to the publication of your personal data in this way please email marketing@forthvalley.ac.uk no later than 1 week before the event takes place.</i></p> <p>Visual images may be held and processed in both printed and electronic format and will archived after three years from the date they are taken.</p> <p>Verbal consent will be sought from you for close-up pictures prior to photographs being taken. If you don't wish for your photograph to be taken, you should tell the photographer when consent is requested</p>
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The data we collect and use to fulfil these purposes is as follows:

To achieve the following purposes: Purpose 1: Administration - invites, Purpose 2: Event Materials, Purpose 3: Filming, photography and publicity

We collect and process the following data:

- Name and Organisation
- Business Email address

To achieve the following purposes: Purpose 3: Filming, photography and publicity

We collect and process the following data:

- Visual data of all persons present the event, including the immediate environs of the college building
- This visual data includes capturing footage and photographs of the event and attendees.

Our legal reasons for using the data are:

To achieve the following purposes: Purpose 1: Administration - invites

Our legal reason to use the data is:

- Use is necessary for the performance of a task in the public interest or under official authority vested in us. This public task includes the provision of a networking event as an educational institution.

To achieve the following purposes: Purpose 2: Event Materials, Purpose 3: Filming, photography and publicity

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Our legal reason to use the data is: The legitimate interests of the institution to celebrate and publicise our success with our key partners.

Your data will, or may, be shared with the following recipients or categories of recipient:

The College uses organisations to support the delivery of high profile college events. We may share the data listed above with these organisations who act on their behalf by arranging the graduation. The college use the following external suppliers;

Eventbrite (Registration)

The Eventbrite privacy notice [is available here](#).

Your data will be retained in the college records system for future events. If you would like your data removed, please can dataprotection@forthvalley.ac.uk

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. casework@ico.org

The Information Commissioner's Office is UK's independent authority set up to uphold information rights in the public interest. Their website is www.ico.org.uk