### <u>Data Controller</u>

The Data Controller is the University of Durham. Our Registration Number in the Data Protection Public Register is Z5704339.

## Overview

The Ceremonies Unit is responsible for managing Congregation, Matriculation and other University ceremonies as well as arranging University representation at the Remembrance Service, Founders and Benefactors and other special Cathedral services. The Ceremonies Unit also supports the process for the nomination of honorary awards through the Senate Advisory Panel on Ceremonies and Honorary Degrees.

Types of personal data collected and held by the Ceremonies Unit and method of collection

If you are a student some of the personal data that

# How to object to Ceremonies processing your personal data

Individuals have the right to object to the Ceremonies processing their personal data for any or all of the purposes set out in this Privacy Notice; they may do so at any time. To exercise this right, please email <a href="mailto:congregation@durham.ac.uk">congregation@durham.ac.uk</a> giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections for descriptions).

## Access to personal information

You have a right to request copies of the data held about you at Durham University. To do so please submit a subject access request <a href="https://www.dur.ac.uk/ig/dp/sar/">https://www.dur.ac.uk/ig/dp/sar/</a>.

Should you object to the holding of your data by Durham University Ceremonies Unit, the use of your data for any or all of the above purposes, or should you wish to amend the type of communications you receive or the way in which we contact you, please contact congregation@durham.ac.uk.

#### Changes to this privacy notice

We 2022.