

## **Privacy Notice**

### **Who we are**

*St George's University of London is the 'Controller' of the personal data that you provide us with, and is registered with the Information Commissioner's Office (ICO) for the purposes of UK data protection legislation, registration number Z5770328.*

### **How to contact us**

*If you have any queries about how the Archives & Special Collections is using your personal data you can contact us by email at [archives@sgul.ac.uk](mailto:archives@sgul.ac.uk) or by telephone on 020 8725 3818.*

### **What information we collect from you and why**

*This privacy notice covers the provision of the Archives & Special Collections at SGUL.*

*SGUL records personal data (names and contact details) of all those who visit the Archives & Special Collections to access collections. SGUL also records personal data (names and contact details) of those who donate items to the collections, those who hold copyright over items in the collections, and those who purchase a limited right to use images of collections. SGUL records this information as part of best-practise with regard to collections security and anonymous statistical purposes.*

*When you contact the Archives & Special Collections via email, we will retain your email and our response to it for business purposes.*

### **How we use your information**

*SGUL retains this information for collections security purposes, legal purposes regarding copyright, and for archive business and anonymous statistical purposes.*

### **Who we share your information with**

*Our archive accessions database is hosted by Artefactual Systems and is used to process information relating to archive donors. This information is stored on secure servers in the EU & Canada, and we have a contract in place to protect this personal data. Artefactual System's privacy policy can be viewed at the following link:  
<https://www.artefactual.com/data-collection-and-privacy-notice/>*

*All other personal information is not shared with any third parties outside the University. The personal information is stored securely in the Archives & Special Collections store or on our servers where access is restricted to authorised staff only.*

### **How long we keep your information for**

*Your personal data will be kept in line with the SGUL Records Retention Schedules. These can be accessed via the records management section of the SGUL website.*

### **What your rights are**

*You have the right to request to see a copy of the personal data we hold about you and to request corrections or deletions of the personal data that is no longer required.*

*To request a copy of the personal data we hold for you please contact the University Data Protection Officer using the contact details above.*

*If the personal information we hold for you needs correcting or updating you can request this by contacting the Archives & Special Collections at [archives@sgul.ac.uk](mailto:archives@sgul.ac.uk).*

*If you have queries about any of your other rights regarding our use of your personal data you should contact the University's Data Protection Officer.*

*The Data Protection Officer can be contacted by email at [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk) or by telephone on 020 8725 0668*

### **How to make a complaint**

*If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.*

*If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below:*

*Helpline: 0303 123 1113*

*Website: <https://ico.org.uk/make-a-complaint/>*