

PRIVACY NOTICE for Library Services – Library Donors

PRIVACY NOTICE DETAILS:

Date of approval	
Approving body	Planning & Management Group
Supersedes	04 March 2020
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Head of Library Services & DPO.
Responsible Executive Group area	Deputy Director Academic
Related policies and documents	Data Protection Policy
Benchmarking	n/a

THE GLASGOW SCHOOL OF ART
PRIVACY NOTICE (LIBRARY DONORS)

Data Protection Act 2018

Purpose

This Privacy Notice covers the provision of the Library service from the GSA. The GSA records personal data (names and contact details) of those who donate items to the Library Collections.

The GSA records this information as part of best-practice with regard to delivering a Library service.

Source of information

- Information is provided by the donors or representative

Legal Basis

The legal basis upon which this data is processed is

- Donors to the collections: (Art 6(1)(e)) i.e. work that GSA carries out as part of its core functions.

The personal information is not shared with any third parties. The personal information is stored as muniments files in the Library safe.

Data Sharing

- Living donors will have their donation recorded publicly via the GSA Library catalogue <https://discovery.gsa.ac.uk> This would consist of name only. Permission is sought from the donor to record and publish this information
- Living donors that request anonymity would have their details omitted from the catalogue
- For deceased donors, we record the donation publicly as above via the catalogue, but this may also include historical addresses.

Retention

The retention periods for the personal data are

- Donors to the collections: permanently held

Your rights

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.

Contact details

If you have any questions relating to this form or issues about the way GSA is planning to use your personal data, please contact the Library, in the first instance:

library@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to the GSA's Data Protection Officer who is Tom McDonnell -

DataProtection@gsa.ac.uk.

You have the right to lodge a complaint against GSA regarding data protection issues with the Information Commissioner's Office:

(<https://ico.org.uk/concerns/>).