

PRIVACY NOTICE for Library Walk-In Users

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 – External Members)

General Data Protection Regulation (GDPR) 2016

Purpose

This privacy notice covers the provision of a Library service to walk-in users (i.e. either those who are not staff, students or external members, or those members who have forgotten to bring their membership cards). The GSA processes personal data (names) of walk-in visitors.

GSA processes this personal data as a necessary part of delivering the library service to which the walk-in visitors are entitled (ie access to the Library building and reference access to the printed collections).

Legal Basis

The legal basis upon which this data is processed is contract:

Walk-in library users : (Art 6(1)(b)) i.e. it is necessary to perform the contract with the walk-in user.

The personal data is not shared with any third parties.

No personal data will be transferred outside the EU.

Retention

The retention period for the personal data of walk-in library users is to the end of the academic year in which they visit ie no more than 12 months.

Your rights

You have the right to request to see a copy of the personal data we hold about you and to request corrections of inaccurate personal data or the deletion of 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:

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/>).