

**ARCHIVES & COLLECTIONS
PRIVACY NOTICE**

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POLICY DETAILS:

Date of approval	April 2022
Approving body	Senior Leadership Group via the Data Protection Forum
Supersedes	Privacy Notice 2025
Date of EIA	2022
Date of review	June 2026
Date of next review	June 2027
Author	Head of Archives and Collections & DPO
Responsible Executive Group Area	Vice Principal and Deputy Director (Research and Innovation)
Related policies and documents	Data Protection Policy
Benchmarking	Other GSA Privacy Notices, The Hunterian Museum

Purpose

This privacy notice complies with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025 and covers the provision of the Archives and Collections service from the GSA.

The GSA records personal data (names and contact details) of all those who visit the Archives and Collections Centre to access collections. The GSA also records personal data (names and contact details) of those who donate or sell items to the collections, those who hold copyright over items in the collections, those who contact the service with an enquiry and those who purchase images and/or a limited right to use images of collections through the archives and collections reprographic service.

The GSA records this information as part of best practice with regard to delivering an accredited museum service.

How we look after your personal data

GSA, as the data controller of your personal data is responsible for deciding how we hold and use your personal information. GSA is required under data protection laws to notify you of this privacy notice. GSA complies with data protection law. Personal data is information relating to an identified or identifiable natural person. The law says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes, and not used in any way that is incompatible with those purposes.
- Relevant to the purposes detailed and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The personal information is not shared with any third parties. The personal information is stored on the GSA server, in hardcopy in the Archives and Collection spaces and on the Archives and Collections collection management system which is a managed AtoM (*'Access to Memory'*) web application running on a server that is hosted in the European Economic Area (EEA).

No personal information will be transferred outside the EEA.

Data subjects

1. Visitors to the Archives and Collections

Data we hold:

- Name
- Name of Group (if relevant)
- Address
- Telephone number
- Email
- Institution

Legal basis for holding this information:

Consent: Visitors have given clear, affirmative permission for their data to be processed as part of our *Reader Registration* process

Contract: By signing the *Reader Registration* form, they agree to abide by the Archives and Collections Reading Room rules

Legitimate Interests: Processing is necessary as part of our legitimate business interests, so that we can contact Visitors about their visit and link them to the items they request to see, in the event of security breaches

Retention Period: 1 year after the end of the academic year in which they signed in.

2. Donors or sellers to the collections and Copyright holders

Data we hold:

- Name
- Address
- Telephone number
- Email

Legal basis for holding this information:

Consent: Visitors have given clear, affirmative permission for their data to be processed as part of our *New Acquisitions – Transfer of Title & Copyright* form

Contract: By signing the *New Acquisitions – Transfer of Title & Copyright* form, they agree to the General Terms and Conditions laid out in the form

Legitimate Interests: Processing is necessary as part of our legitimate business interests, so that we take legal ownership of the materials being donated or sold to us.

Retention Period: the information is held permanently as part of GSA institutional archive.

3. Enquirers

Data we hold:

- Name
- Email or telephone number

Legal basis for holding this information:

Consent: Visitors have given clear permission for their data to be processed as part of their enquiry through email or telephone call

Legitimate Interests: Processing is necessary as part of our legitimate business interests, so that we can answer their enquiry.

Retention Period: 5 years after the end of the academic year in which the enquiry was received.

4. Reprographic service users

Data we hold:

- Name
- Organisation
- Address
- Telephone number
- Email

Legal basis for holding this information:

Consent: Reprographic Service Users have given clear permission for their data to be processed as part of their reprographic request

Contract: By signing the *Quote request – Reproduction* and the *Copy Request* form, they agree to the General Terms and Conditions laid out in the form

Legitimate Interests: Processing is necessary as part of our legitimate business interests, so that we process requests and take payment / issue invoices

Retention Period: Retained permanently as part of GSA institutional archive

5. Appointed / Potential Volunteers and Work placement students

Data we hold:

- Name
- Record of work completed
- Email or telephone number
- Emergency contact details including details of any allergies and medication
- CVs, applications and references

Legal basis for holding this information:

Consent: Volunteers have given clear permission for their data to be processed as part of their induction

Legitimate Interests: Processing is necessary as part of our legitimate business interests, so that we can manage a programme of volunteer and student work placements in Archives and Collections (e.g. record of volunteer's tasks)

Contract: By signing the *Volunteer and Work Placement Agreement*, they agree to abide by the Archives and Collections guidelines

Retention Period: Name and record of work completed retained permanently as part of GSA institutional archive. Emergency contact details are discarded immediately after the end of placement. Contact details, and application materials are retained for 1 year after the end of the placement

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.
- You have the right to lodge a complaint against GSA regarding data protection issues with the [Information Commissioner's Office](#).

Contact details

- GSA has appointed a Data Protection Officer (DPO), Tom McDonnell, to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how GSA handles your personal information, please contact the DPO at dataprotection@gas.ac.uk.