

ARCHIVES & COLLECTIONS PRIVACY NOTICE

POLICY DETAILS:

Date of approval	April 2022
Approving body	Executive Group
Supersedes	N/A
Date of EIA	N/A
Date of review	May 2024
Date of next review	May 2025
Author	Head of Learning and Resources & DPO
Responsible Executive Group Area	Registrar and Secretary
Related policies and documents	Data Protection Policy
Benchmarking	N/A

Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

Purpose

This privacy notice 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 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.

Legal Basis

The legal basis upon which this data is processed is:

- **Visitors to the Archives and Collections Centre:**
i.e. work that the GSA carries out as part of its core functions.
- **Donors to the collections:**
i.e. work that the GSA carries out as part of its core functions.
- **Copyright holders:**
i.e. work that the GSA carries out as part of its core functions.
- **Enquirers:**
i.e. work that GSA carries out as part of its core functions.
- **Reprographic service users:**
i.e. work that the GSA carries out as part of its core functions.

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 EEA.

No personal information will be transferred outside the EEA.

Retention

The retention periods for the personal data are:

- **Visitors to the Archives and Collections Centre:**
1 year after the end of the academic year in which they signed in
- **Donors to the collections:**
Retained permanently as part of GSA institutional archive
- **Copyright holders:**
Retained permanently as part of GSA institutional archive
- **Enquirers:**
5 years after the end of the academic year in which the enquiry was received
- **Reprographic service users:**
Retained permanently as part of GSA institutional archive

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

- If you have any questions relating to the way GSA is planning to use your personal data, or any other questions relating to data protection at GSA, please contact [Polly Christie](#).
- The GSA's Data Protection Officer is [Tom McDonnell](#).