The University of Strathclyde, Archives and Special Collections, is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information.

The University of Strathclyde is a data controller under data protection legislation.

Any enquiries regarding data protection should be made to the University’s Data Protection Officer at: dataprotection@strath.ac.uk.

How we use your personal data

We collect details of your order, your contact details and delivery option.

The personal information you provide will be used to process your order, to record your compliance with the declaration, to ensure the security of the collections, and for statistical purposes. We cannot process your order if you do not provide the required personal information.

We will use your information only for the purposes set out above. Your personal data will not be shared with any third parties, or transferred to any third country.

Legal basis for processing

Under data protection legislation we are required to identify our legal basis for processing. In this case the basis is the contract (agreement) between yourself and Archives & Special Collections (University of Strathclyde). We are also under a legal obligation to process and retain certain personal data in relation to the ‘declaration’. The ‘declaration’ is mandatory and we cannot process your order without this and the accompanying personal data.

Retention Period

We will retain your personal data for a period six years, for administrative purposes.

Your Rights

You have the right to access your personal data held by the University. Please contact dataprotection@strath.ac.uk to exercise this right.

You have a number of other rights: you may withdraw consent for us to use some of your data for the purposes set out above at any time; if you withdraw consent you also have the right to have some of your data erased; you are entitled to have personal data rectified if it is inaccurate or incomplete.

Right to Complain

If you have any concerns/issues with the way the University has processed your personal data you can contact the Data Protection Officer at dataprotection@strath.ac.uk. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (https://ico.org.uk/concerns/).

Date reviewed: June 2018