Data protection privacy notice: 
Archives and Special Collections 
Reader Registration (Visitors) 

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 registration and your contact details. 

The personal information you provide will be used to respond to your enquiry, to record your compliance with the relevant University and library regulations, to ensure the security of the collections, and for statistical purposes. We cannot provide access to Archives and Special Collections 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 and Special Collections (University of Strathclyde). 

Retention Period 

We will retain your personal data permanently, 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/) 

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