

PRIVACY NOTICE for Learning Resources – Archives & Collections

PRIVACY NOTICE DETAILS:

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Approving body	Executive Group
Supersedes	n/a
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Head of Learning & Resources & DPO.
Responsible Executive Group area	Registrar and Secretary
Related policies and documents	Data Protection Policy
Benchmarking	n/a

THE GLASGOW SCHOOL OF ART
PRIVACY NOTICE (ARCHIVES AND COLLECTIONS)
General Data Protection Regulation (GDPR) 2016

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, and those who hold copyright over items in the collections, and those who purchase a limited right to use images of collections through the archives and collections reprographic service.

The GSA records this information as part of best-practise 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: (Art 6(1)(e)) i.e. work that University carries out as part of its core functions.
- Donors to the collections: (Art 6(1)(e)) i.e. work that University carries out as part of its core functions.
- Copyright holders: (Art 6(1)(e)) i.e. work that University carries out as part of its core functions.
- Reprographic service users: (Art 6(1)(e)) i.e. work that University carries out as part of its core functions.

The personal information is not shared with any third parties. The personal information is stored the Archives and Collections collection management system which is a hosted service provided by Imagiz. The server hosting is in the UK. No personal information will be transferred outside the EU.

Retention

The retention periods for the personal data are

- Visitors to the Archives and Collections Centre: 1 year after last visit
- Donors to the collections: permanently held
- Copyright holders: permanently held
- Reprographic service users: permanently held

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.

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 one of the Registrar's Data Protection Co-ordinators:

Sheila Kay Sh.kay@gsa.ac.uk or
Virginia Toyi V.Toyi@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to either of the Registrar's Data Protection Co-ordinators above.

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/>).

The GSA's Data Protection Officer is Tom McDonnell - DataProtection@gsa.ac.uk.