

University of Winchester Data Privacy statement for non-University members UPDATED

What personal information will be processed?

The University may store, process or otherwise control the following personal data, provided by you when you have applied for membership in the University Library:

Name

Address

Email address

Contact number

How your personal data is used by the University

The personal data outlined above will be used for the following purposes because it is necessary to do so for the performance of your membership:

- Creation of a Library Account

- Production of ID Card

- Granting access to the Library and elements of our resources

- To inform you about operational changes to the Library service

- To manage your library account

In certain circumstances the University may share your personal data with certain third parties, with or without prior notification, but will only do so in compliance with its legal obligations.

This **includes institutional** members where we may share information with your home institution.

The University will ensure that it has adequate data sharing or contractual agreements in place before any transfers with external parties take place. We will not sell your personal data to third parties under any circumstances, or permit any third parties to sell the data we have shared with them.

Opting out

To deliver the services from the Library this information must be retained. By seeking membership, you are granting consent for the storage and use of this data as outlined. There is no possibility of opt-out. However, you do have the right to ask to be forgotten, and as long as you have returned all items, we will action this request within 5 working days. If you would like to be forgotten, please contact library@winchester.ac.uk.

Please note, in certain circumstances the University may continue to process your personal data, but will only do so in line with its Data Protection Policy.

Storage and retention

Your data will be stored safely and securely. Your data will be retained for the duration of your membership. If you do not renew annually, and you do not have any library materials, your record will automatically be deleted. If you do have our materials your record will remain, but you will not be able

to access any resources until you return those or renew your membership. Each time you renew your membership you agree to the data protection and sharing agreements.

Rights

Depending on the nature of the processing activity and the legal basis on which it is taking place, you may have one or more rights in respect of your personal data:

Right of access:

Right to data portability

Right to rectification

Right to be forgotten

The University will manage data subject rights access in accordance with its Data Subject Rights Procedure. To find out more information or to exercise your rights as a data subject, please visit the data protection web pages.

Other information

The University will publish any changes we make to this data protection statement on the website, and will notify you by other communication channels where appropriate.

The University of Winchester is registered with the Information Commissioner's Office (number Z7593866), and acts as data controller for the personal data outlined in this notice.

You can raise any queries relating to the processing of your personal data with the University's Data Protection Officer, whose contact details are available on the University website.

You have the right to make a complaint about the University's handling of your personal data to the Information Commissioner's Office, and can do so at <http://ico.org.uk/concerns/>.