# University Collections

# Privacy Notice

This notice explains how the University of Aberdeen handles the personal information of individuals whose personal data is held by University Collections. It applies to the following individuals:

* Donors and depositors of records, printed books and artefacts, and their heirs
* Enquirers and users of the research service
* Individuals whose personal information is contained in University records which have been transferred to University Collections or in records and papers acquired from individuals, external bodies and voluntary organisations
* Individuals who wish to be kept informed of the public engagement activities of University Collections

Privacy information for individuals whose personal information is held in the NHS Grampian archive at the Centre, please see their privacy notice.

Who we are

The organisation responsible for the personal information in terms of data protection legislation is the University of Aberdeen.

If you have any questions about the University’s handling of personal information, or the rights under privacy laws, you can contact the University Data Protection Officer in the following ways:

By email: dpa@abdn.ac.uk

By post: King’s College, Aberdeen. AB25 3FW

Information we collect and use

We collect the following personal information about **donors, depositors and their heirs**:

* Your name, address and contact details
* Your connection to the records, printed books, artefacts, donor or depositor

We collect the following personal information about **enquirers and users of our research service**:

* Your name, address and contact details
* Your job title and employer
* Your research interests, copy orders and publication proposals
* Your use of our collections

Our **collections of records** include the following types of information about individuals:

* Personal identifiers, including name, address, contact details, age and date of birth
* Education and training details, including student and academic records
* Employment details, including employment and career history, recruitment and termination details and participation in work activities
* Financial details, including income, salary and pension information
* Family, lifestyle and social circumstances, including habits, housing, travel details, leisure activities and membership of charitable or voluntary organisations
* Special categories of personal data, including personal data revealing political opinions, religious or philosophical beliefs, trade union membership and the health of individuals

We collect the following personal information about individuals who wish to be kept informed of **public engagement activities:**

* Your name and contact details

Why we process this information, and our lawful bases

We hold this personal information as part of our task to acquire, appraise, arrange, describe and preserve records, printed books and artefacts of historical value, and to make those available for use in teaching and research.

Our lawful basis for processing personal information is that it is necessary to operate a service in the public interest to fulfil the University’s teaching and research functions under the Universities (Scotland) Acts.

Our lawful basis for processing special categories of personal information is that it is necessary for archiving purposes in the public interest.

These lawful bases are provided by the UK GDPR, Article 6(1)(e) and Article 9(2)(j).

Disclosing your information

Personal information from our records that has been published online is accessible to users of our website. This includes the following categories:

* Personal information first published in the Rolls of Graduates and now also available in our Online Collections
* Personal information in transcriptions/summaries of interviews in our oral history collections which have been published in our archive catalogue
* Personal information in our catalogues about donors, depositors and individuals identified in records.

Personal information from our records that has been published or printed for circulation is accessible to users of the Research Room in the Sir Duncan Rice Library. This personal information principally relates to staff and students of the University.

Personal information in unpublished records is accessible to researchers who require access to information for a legitimate research purpose. This access is regulated by a declaration by the researcher designed to protect the personal information and limit the way it is used.

The external suppliers we use for IT support may have access occasionally to personal information as part of the service they provide to the University. Our third-party supplier arrangements are regulated by contracts designed to protect the information and limit the way it is used.

We do not routinely disclose other personal information to any other organisation.

How long your information is kept

Personal information in records deemed of lasting historical value will be held permanently by the University.

Personal information of donors, depositors and their heirs will be held permanently by the University.

We retain other personal information,

* whilst it is relevant for your interest in and use of our services, and
* for a period that allows for the exercise or defence of legal claims, and
* in accordance with sectoral guidance on records retention.

Your rights

Data protection law provides you with rights over your personal information. These include the right to request access to your personal information, the right to ask for personal information to be corrected, to right to request erasure of your personal information and the right to object to the way we use your personal information.

You can contact us to exercise your rights. Please note that we are not obliged to comply with your request if doing so would prevent us from delivering an effective archive service.

If you are dissatisfied with the way the University has handled personal information or dealt with a data protection issue, you have the right to lodge a complaint with the Information Commissioner. The Information Commissioner’s Office can be contacted via their website at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/).

*October 2021*

*Departmental names changed September 2024*