**Privacy Notice**

The University has two Archives & Collections sections available within at the Tooting campus and Northampton Square (Clerkenwell Campus) libraries. This privacy notice covers the provision of the Archives & Special Collections at Tooting.

It should be noted, City, University of London merged with St George’s, University of London on the 1st of August 2024, creating City St George's, University of London. The information contained within this notice relates to City St George's, University of London however where applicable we have also included references to the School of Health and Medical Sciences (which represents St George's activities prior to the merger) as the Tooting library is used by students within this School.

**Who we are**

City St George's, University of London, is the ‘Controller’ of the personal data that you provide us with and is registered with the Information Commissioner’s Office (ICO) for the purposes of UK data protection legislation, registration number Z8947127.

**How to Contact Us**

If you have any queries about how the Archives & Special Collections is using your personal data, you can contact us by email at archives@sgul.ac.uk.

**What Information We Collect from You and Why**

Within the Tooting Archives and Special Collections we record personal data (names and contact details) of all those who visit the Tooting Archives & Special Collections to access collections. We also record personal data (names and contact details) of those who donate items to the collections, those who hold copyright over items in the collections, and those who purchase a limited right to use images of collections. We record this information as part of best-practice with regard to collections security and anonymous statistical purposes.

When you contact the Tooting Archives & Special Collections via email, we will retain your email and our response to it for business purposes.

**How We Use Your Information**

At Tooting we retain this information for collections security purposes, legal purposes regarding copyright, and for archive business and anonymous statistical purposes.

**Who We Share Your Information With**

The Tooting Archives and Special Collections accessions database is hosted by Arkivum and is used to process information relating to archive donors. This information is stored on secure servers in the UK and the EU, and we have a contract in place to protect this personal data. Arkivum’s privacy policy can be viewed at the following link: <https://arkivum.com/privacy-policy/>.

All other personal information is not shared with any third parties outside the University. Personal information is stored securely in the Archives & Special Collections store or on our servers where access is restricted to authorised staff only.

**How Long We Keep Your Information For**

Your personal data will be kept in line with the University’s retention schedule.

**What Your Rights Are**

You have the right to request 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. To request a copy of the personal data we hold for you, please contact the University Data Protection Officer using the contact details below.

If the personal information we hold for you needs correcting or updating, you can request this by contacting the Archives & Special Collections at archives@sgul.ac.uk.

If you have queries about any of your other rights regarding our use of your personal data, you should contact the University’s Data Protection Officer.

The Data Protection Officer can be contacted by email at dataprotection@sgul.ac.uk or by telephone on 020 8725 0668.

**How to Make a Complaint**

If you are unhappy with the way in which your personal data is being processed, you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.

If you continue to have concerns thereafter, you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below:

Helpline: 0303 123 1113

Website: https://ico.org.uk/make-a-complaint/