

## **GCU Library privacy notice for community members**

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### **Purpose of the processing and legal basis**

Your personal information will be used in a number of ways:

- To administer your library account and provide access to services
- To monitor use of services and for statistical analysis

The University needs to use your information in order to provide you with library services and manage our services to you as part of a contract.

### **Categories of data**

The information we hold includes: your forename and surname; address; email address; mobile telephone number; other contact number if you have one; and information about your use of services.

### **Sources of the personal data**

The information will be provided by you or built up about you during your use of our services.

### **Sharing your personal data**

The University will not share your information with any third party unless this is required to provide you with services or the University is required to do so by law.

### **Transfers outside the EEA**

When information is transferred outside the EEA the University will ensure that appropriate safeguards are taken.

### **Retention of your personal information**

GCU will retain your personal data only as long as necessary for its purposes as described. Please note, however, that even after termination of your relationship with the University, GCU may still need to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law. The GCU [Records Retention Schedule](#) gives more detail.

### **Data Controller and Data Protection Officer**

Glasgow Caledonian University (GCU) is a Data Controller in terms of Data Protection Legislation.

If you have any questions about how your personal information is being processed please contact the University's Data Protection Officer.

You can do this by email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk); telephone: 0141 331 8392 or post; Data Protection Officer, Department of Governance, Glasgow Caledonian University, Cowcaddens Road, Glasgow, G4 0BA

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### Your rights

You have the right to request access to, copies of and rectification or erasure of personal data held by the University and to object to processing. In addition, you have may rights to restrict the processing of your personal data and to data portability. Please be aware that the erasure of your personal data will void your community membership of GCU Library.

Further information is available in the [Data Protection Policy](#).

### Right to complain to supervisory authority

If you are not happy with your personal information being processed as described above please contact the University's Data Protection Officer.

You can do this by email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk); telephone: 0141 331 8392 or post;

Data Protection Officer, Department of Governance, Glasgow Caledonian University, Cowcaddens Road, Glasgow, G4 0BA

If you have any issues about this statement or the way the University has handled your personal information please contact the University Data Protection Officer in the first instance. If you are dissatisfied with the response from the University you have the right to lodge a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

email: [casework@ico.org.uk](mailto:casework@ico.org.uk); telephone: 0303 123 1113

Further information on how the University manages personal data is published at:

<http://www.gcu.ac.uk/student/regulations/datap/>