



## Privacy Notice – Library – External Members

### Background

This Privacy Notice is designed to explain how and why information about individuals in the following categories is used and managed:

- Community members using Library services
- SCONUL Access members using library services

All of the personal information will be treated in accordance with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure. This notice is intended to meet the transparency requirement of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

### Using your personal information

#### Who will process my information?

Under Data Protection law the University is the “data controller”. This means that the University is responsible for how it uses and processes your information and complying with requests relating to your personal data.

#### Why do we collect and use your personal information?

Your personal information will be collected and 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 to manage our services to you as part of a contract.

#### Keeping information updated

The University strives to ensure that all personal information is accurate and up to date.

You should inform the Library of any changes to your information so that we can keep your information up to date by contacting [library@gcu.ac.uk](mailto:library@gcu.ac.uk)

#### How long is the information kept?

The University will retain your information only for as long as necessary for the purposes 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 specific periods under applicable law.

Further information is available in the University Records Retention Schedules:

<https://www.gcu.ac.uk/recordsmgmt/>

#### Where do we obtain information from?

Information is obtained directly from Library External members and GCU systems.

**What information is being collected and used?**

Data will consist of the information provided by the “data subject” or a company acting on behalf of the University. Information may be in hard copy or electronic format. This includes:

- Name, address, email address, and telephone number

Special category personal information is also processed where it is necessary and lawful for us to do so. In most cases you have the option whether to provide this information or not. This refers to data revealing:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade Union membership
- Physical or mental health
- Sex life or sexual orientation

Data relating to criminal convictions and offences is also subject to additional protection.

**Who is the information shared with?**

Your information will be shared internally only with those individuals who require it in the course of their duties.

Your information will be shared externally with any third party if this is required to provide you with the Library service.

The University may be required to share your personal information with external organisations. This may happen due to a statutory or legal obligation.

**How is the information kept securely?**

Information is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis.

**Will the information be used for automated decision-making?**

No.

**Is the information transferred outside the European Union?**

No.

**Your rights**

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner’s Office

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you’ve given us

Please be aware that the erasure of your personal data will void your External membership of GCU Library.

Please contact us if you wish to exercise/enquire about any of these rights.

**Contact Details**

Data Protection Officer (DPO)  
Department of Governance  
Britannia Building  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

**Legal basis for using your information**

The legal condition which enables the University to process personal information is found in Article 6 of the General Data Protection Regulation (GDPR). In particular we rely on:

- Article 6(1)(b) performance of a contract
- Article 6(1)(c) compliance with a legal obligation

Where special categories of data are processed we will have your explicit consent or another legal reason within Article 9(2) of GDPR will apply.

**Further information**

The Information Commissioner's Office website: <http://www.ico.org.uk>

The University's Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>

Further information is available in the Student Privacy Notice and Staff Privacy Notice:

<https://www.gcu.ac.uk/dataprotection/>