

## **Collections Management and Acquisitions Data Privacy Notice**

### **Your personal data – what is it?**

Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the General Data Protection Regulation, also known as the GDPR.

### **Who we are?**

Tower Hamlets Local History Library & Archives is part of the London Borough of Tower Hamlets, also referred to as Tower Hamlets Council. The Council (contact details below in the 'Who can I contact?' section) is what is known as the 'Data Controller' of the personal data you provide to us. This means it determines how your personal data is processed and for what purposes.

### **Why we need your personal data?**

We collect and use your personal data as part of our collections management and acquisitions function for the following purposes:

#### **Deposit Agreement forms**

- a) To keep an accurate, signed, hard copy record of deposits of all archive material, images, ephemera and other special collections and the conditions governing these deposits.
- b) To manage the deposits appropriately.

#### **Oral History Deposits**

- c) To ensure we have a completed and signed hard copy of each interviewee's Oral History Recording Agreement which includes a declaration of consent to the oral history interview recording being added to our collections (and made publicly accessible in our Reading Room) and the assignation of the copyright in the contribution.
- d) To ensure we have additional contextual information to help us understand the background to, and specifics of, oral history projects which include recordings deposited with us. This information includes personal data entered by project partners into our Oral History Projects Metadata Spreadsheet template and is used by us to help identify the recordings and catalogue them.

#### **Loan Agreement documentation**

- e) For security purposes: To keep an accurate record of material which we have loaned from our collections to other organisations for temporary use/display and also material which we have accepted on a temporary loan basis for the use in our exhibitions.

- f) To manage the loan appropriately and facilitate the safe return of the material loaned to us, or material on loan from our collections to other organisations.

**Accession Register, Depositors database and Catalogue records**

- g) For security purposes: To keep an accurate electronic record of the material which we have received into our collections (accessioned) and also a record of those items we have removed from our collections (de-accessioned).
- h) To keep accurate and up to date details of the depositors of the material held within our collections in order to effectively manage deposits at the point of transfer and also to manage ongoing or potential future deposits from the same source.
- i) In order to make deposited material accessible to the public through the creation of appropriate catalogue records and other finding aids.

**Archive material**

- j) We process personal data and sensitive personal data when we sort, arrange, catalogue and make accessible the archive records deposited with us. This is undertaken in order to fulfil our duty and commitment to our depositors to preserve the records they have given us and make them accessible to the public for research.
- k) We provide access to our archive material in line with current access to information legislation. For instance, in line with data protection legislation we temporarily close certain records containing personal data and sensitive personal data (of living individuals) where it is not reasonable for those concerned to expect their personal data to be in the public domain and it has not been possible to obtain their consent in order to make the records immediately accessible.

**What is the legal basis for processing your personal data?**

We use the following legal grounds to process your personal data. Although, some of these may overlap, we have highlighted which legal basis we use from the GDPR for what purposes (listed above):

- Public task – **a), b), c), d), e), f), g), h), i), j), k)** above
- Consent – **c)** above
- Legal Obligation – **c)** above

**How do we process your personal data?**

Tower Hamlets Local History Library & Archives complies with its obligations under the GDPR by:

- Processing your personal data in a lawful, fair and transparent manner.
- Collecting only personal data which is adequate and relevant to the purposes we have specified in this notice.
- Not keeping your personal data longer than necessary for the purposes we have specified in this notice.
- Ensuring your personal data is accurate and up-to-date.
- Implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction.

### **Types of personal data we process**

We process your personal data relevant to the above purposes. This includes:

- Full name
- Contact details e.g. address, email, telephone number, etc.

### **Who the information may be shared with**

All your personal data is treated as strictly confidential and mainly processed by our staff at Tower Hamlets Local History Library & Archives. For the purposes of IT hosting and maintenance, some of your personal data is also located and backed up onto external servers, which are located within the European Union. No third parties (apart from those specified in this notice) have access to your personal data unless the law allows them to do so.

Where required we share your personal data for the purposes we have specified in this notice with the following:

- Internal departments within Tower Hamlets Council
- External partners and agencies involved in delivering services on our behalf

The council has a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under social protection law.

### **How long is your personal data kept?**

For information on how long we keep your personal data, please refer to our Directorate Retention Schedule here:

[https://www.towerhamlets.gov.uk/lgnl/council\\_and\\_democracy/data\\_protection\\_free\\_dom\\_of\\_retention\\_policy.aspx](https://www.towerhamlets.gov.uk/lgnl/council_and_democracy/data_protection_free_dom_of_retention_policy.aspx). Alternatively please ask a member of staff if you would like to see a hard copy of this document.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

### **Transfers of personal data**

All personal data listed on this privacy notice is stored within the UK with the exception of the data on our collections database which is stored within the European Union. Your data is not transferred outside of these areas.

### **What are your rights?**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- Request to access a copy of your personal data, which we hold about you.
- Request to rectify your personal data if you find it to be inaccurate or out of date.

## Tower Hamlets Local History Library & Archives

- Request to have your personal data erased where it is no longer necessary for us to retain such data.
- Request to have a restriction placed on further processing of your personal data when there is a dispute in relation to the accuracy or processing of your personal data.
- Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation.
- Withdraw consent to the processing of your personal data at any time. Please note if you withdraw consent then we will no longer be able to process your oral history recording and add it to our collections for research and use.

### **Who can I contact?**

If you have any questions about how your personal data is being used please contact Tower Hamlets Council's Data Protection Officer by email:

[DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk). You can also write to us at: Tower Hamlets Council, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG.

### **How do I complain?**

If you are not satisfied with the way your personal data is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, via email: <https://ico.org.uk/global/contact-us/email/> or by telephone: 0303 123 1113.