

PRIVACY NOTICE for Learning Resources – Archives & Collections Blog

PRIVACY NOTICE DETAILS:

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| Date of approval | 04 September 2018 (published in the meantime as subject to formal approval by the Executive Group) |
| Approving body | Executive Group |
| Supersedes | n/a |
| Date of EIA | n/a |
| Date of next review | <i>See departmental schedule</i> |
| Authors | Head of Learning and Resources & DPO. |
| Responsible Executive Group area | Registrar and Secretary |
| Related policies and documents | Data Protection Policy |
| Benchmarking | n/a |

THE GLASGOW SCHOOL OF ART
PRIVACY NOTICE (ARCHIVES AND COLLECTIONS BLOG)
General Data Protection Regulation (GDPR) 2016

Purpose

This privacy notice covers the provision of the Archives and Collections service blog mailing list.

The GSA records this information to enable interested individuals to receive periodic information about Archives and Collections activities at the GSA.

Legal Basis

The legal basis upon which this data is processed is consent.

The personal data is not shared with any third parties.

The personal data is stored within the Archives and Collections blog platform which is a hosted service provided by WordPress. The server hosting the service is in the UK.

No personal information will be transferred outside the EU.

Retention

The personal data of visitors to the Archives and Collections Centre is held only for so long as the member continues to subscribe to the blog.

Your rights

You have the right to request to see a copy of the personal data we hold about you and to request corrections of inaccurate personal data, or deletions of any personal data that is no longer required.

Contact details

If you have any questions relating to this form or issues about the way GSA is planning to use your personal data, please contact one of the Registrar's Data Protection Co-ordinators:

Sheila Kay Sh.kay@gsa.ac.uk or
Virginia Toyi V.Toyi@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to either of the Registrar's Data Protection Co-ordinators above.

You have the right to lodge a complaint against GSA regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

The GSA's Data Protection Officer is Tom McDonnell - DataProtection@gsa.ac.uk.

Consent Form

If you provide consent for GSA to use your personal data in the ways outline above, you have the right to subsequently withdraw your consent at any time.

In some circumstance you may have the right to object to the processing of your personal data, to request it is erased where it is no longer required for the stated purposes, or that inaccurate personal data about you is corrected. For more information about your rights see GSA’s Data Protection Policy at gsa.ac.uk.

To exercise these rights please use the contact details above.

I consent to Glasgow School of Art processing my personal data for the purposes detailed above.

Signed:

Date: