

## PRIVACY NOTICE for Library Services – External Borrowers

### PRIVACY NOTICE DETAILS:

Date of approval	
Approving body	Planning & Management Group
Supersedes	04 September 2018 version 08 March 2019 04 March 2020
Date of EIA	n/a
Date of next review	<i>See departmental schedule</i>
Authors	Head of Library Services & DPO.
Responsible Executive Group area	Deputy Director Academic
Related policies and documents	Data Protection Policy
Benchmarking	n/a

THE GLASGOW SCHOOL OF ART

PRIVACY NOTICE (LIBRARY – External Members)

General Data Protection Regulation (GDPR) 2016

**Purpose**

This privacy notice covers the provision of a Library service to external members (i.e. not GSA staff or students). The GSA processes personal data (names and contact details) of all those who join the Library as external members. The GSA also records the borrowing history of these external members and the details of any unpaid fees.

GSA processes this personal data as a necessary part of delivering the library service to which the external members have subscribed for a fee.

**Legal Basis**

The legal basis upon which this data is processed is contract:

External library members: (Art 6(1)(b)) i.e. it is necessary to perform the contract with the external member.

The personal data is not shared with any third parties other than for the purposes of fee recovery should such an issue arise.

The personal data is stored the library management system which is a hosted service provided by Capita. The server hosting the service is in the UK.

No personal data will be transferred outside the EU.

**Retention**

The retention period for the personal data of external library members is for a period of 5 years after external membership is not renewed.

**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 the deletion of 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 the Library :

library@gsa.ac.uk

If you have any questions relating to data protection at GSA these can be addressed, in the first instance to 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](mailto:DataProtection@gsa.ac.uk).