How we use your personal information

-- Churchill Archives Centre

This statement explains how Churchill College ("we" and "our") handles and uses information we collect about researchers who register to use Churchill Archives Centre and donors and depositors of collections of archive material ("you" and "your"). We use your information to:-

- To deliver our contractual obligations to you by providing you with access to the Archives Centre’s facilities and collections (either in our reading rooms at Churchill College or remotely via our enquiry and reprographics services).
- To fulfil legal obligations (e.g. protecting copyright)
- To pursue our legitimate interests which include: keeping records of the use of our collections for security purposes and to inform the improvement and development of the Archives Centre’s collections and services; to maintain contact with depositors of archive material to ensure optimum standards of collection care.

The controller for your personal information is Churchill College, Storeys Way, Cambridge CB3 0DS. The person responsible for data protection is Natalie Adams, College Data Protection Lead (information@chu.cam.ac.uk), and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Tamsin James, bursar@chu.cam.ac.uk

We do not share personal information with third parties without your consent. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

We also operate CCTV within our buildings and surrounding areas which will capture footage. Our CCTV policy can be viewed online: https://www.chu.cam.ac.uk/media/uploads/files/CCTV_Policy_review_2018.pdf.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner’s Office at https://ico.org.uk/concerns/

Author: Natalie Adams
Version: 1
Date created: 26 March 2018
Approved by: Director, Churchill Archives Centre