

# How we use your personal information

## *-- Non-Cambridge staff/students and members of the public who use Churchill College Library*

This statement explains how the College ('we' and 'our') handles and uses information we collect about users of Churchill College Library ('you' and 'your').

The controller for your personal information is Churchill College, Storeys Way, Cambridge CB3 0DS. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (12b King's Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)). OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within College otherwise responsible for data protection is Hannah James, College Data Protection Lead ([information@chu.cam.ac.uk](mailto: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](mailto:bursar@chu.cam.ac.uk)

The legal basis for processing your personal data is that it is necessary either in order for you to use the Churchill College Library and any services associated with it.

### **How your data is used by the College**

- A. We use your personal information to keep membership records to provide you with access to the Library and its services, and to contact you with information about your library use and the services, which the Library offers.
- B. We use your personal information in order to deliver our contractual obligations to you as a user of our service. The Library Regulations are available from the College's website (<https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library/regulations/>). The Library and its affiliated libraries use a shared user management system and database, and as a result your personal information is available to all authorised libraries in the University of Cambridge, the Cambridge Theological Federation, and participating College Libraries.
- C. We also use your personal information to create a user account for you. This enables secure access and provides user functionality through the College Library catalogue, iDiscover.

### **Who we share your data with**

Information is not shared with other third parties

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third

party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

For more information about how the libraries of the University handle your personal information, and your rights under data protection legislation, please see the University's website and its section on Information Compliance. For the sake of completeness, University staff and current students of the University are covered by the University's main privacy notices. Members of the College are covered by the data-sharing agreement with the University.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office.

*Last reviewed 16/05/23*

*Hannah James*