

## **Glamorgan Archives Privacy Notice**

This privacy notice will help you understand what personal information Glamorgan Archives collects from you in order to perform our public task of providing an archive service by receiving records from depositors and providing public access to those records, how we store and use that information, and the choices you have when you have provided us with your personal information. It has been written to bring Glamorgan Archives into line with the General Data Protection Regulation 2016.

### **1. Who we are**

Glamorgan Archives serves the authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan. It collects, preserves and makes available to the public documents from the area dating from the 12th century to the present day.

### **2. How we use the personal details you provide us with on registering as a user**

To gain access to the Glamorgan Archives Collection in our public searchroom visitors are required to register. This ensures the security of our unique Collection.

In order to do this, we need to collect and store your name, address and (if you provide this) your email address and telephone number, which is stored together with the dates on which you visit Glamorgan Archives. The source of all personal data that we hold is the information provided by you when you register.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract between yourself and Glamorgan Archives.

Cardiff Council is the data controller for the personal information you provide when registering with the Archives. Your registration record forms part of our system to ensure the security of the Collection. We will keep your personal registration data for a full ten years beyond your last visit to the Archives. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

### **3. How and when we contact registered users**

We will only contact you in connection with the security of the Glamorgan Archives Collection, for example to track the last use of a particular document.

Users registering with Glamorgan Archives will be asked to opt in to receiving email updates from the Archives. If you have provided your email address and consented to receive these updates, we will also contact you from time to time with news and information which we think may interest you, for example notice of our planned closure periods and upcoming public events.

If you do not wish to receive such information you may unsubscribe at any time by replying to our email asking to be removed from the mailing list.

#### **4. How we use the personal details you provide us with when depositing records**

All records deposited with, donated or transferred to Glamorgan Archives are recorded in order to confirm the ownership and legal status of the Collection at Glamorgan Archives.

In order to do this, we need to collect and store your name, address and (if you provide this) your email address and telephone number, which is stored together with details of records which you have deposited with, donated or transferred to Glamorgan Archives and the basis on which they've been presented. The source of all personal data that we hold is the information provided by you when you deposit, donate or transfer records.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task carried out in the exercise of official authority vested in Glamorgan Archives.

Cardiff Council is the data controller for the personal information you provide when depositing records. We will keep your personal depositor data for as long as the records which you have presented remain within the Glamorgan Archives Collection. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

#### **5. How and when we contact depositors**

We will only contact you in connection with the records which you have presented to Glamorgan Archives, for example when a request is received to publish a document.

#### **6. How we use the personal details you provide us with on registering as a volunteer**

To gain access to Glamorgan Archives' Collection and facilities, all volunteers are required to register. This ensures the security of our unique Collection and the potentially confidential information contained within.

In order to do this, we need to collect and store your name, address and (if you provide this) your email address, telephone number and details of an emergency contact. These are stored together with the dates on which you start and end your time with us as a volunteer. In addition you will be required to sign a Fidelity Agreement agreeing that you will not make personal use of any information of a confidential nature obtained or received by you as a volunteer. The source of all personal data that we hold is the information provided by you when you register.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract between yourself and Glamorgan Archives.

Cardiff Council is the data controller for the personal information you provide when registering with the Archives. Your registration record forms part of our system to ensure the security of the Collection. We will keep your personal registration data for

a full ten years beyond the termination of your volunteer role. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

### **7. How and when we contact registered volunteers**

We will only contact you in connection with the security of the Glamorgan Archives Collection, for example to track the last use of a particular document, and in direct relation to your volunteer role.

Volunteers registering with Glamorgan Archives will be asked to opt in to receiving email updates from the Archives. If you have provided your email address and consented to receive these updates, we will also contact you from time to time with news and information which we think may interest you, for example updates on volunteer projects, notice of our planned closure periods and upcoming public events.

If you do not wish to receive such information you may unsubscribe at any time by replying to our email asking to be removed from the mailing list.

### **8. How we use the personal details you provide us with when contacting us with an enquiry**

Glamorgan Archives operates a remote enquiries service. Customers can contact the Archives by email, post and telephone to ask questions regarding our collection and our services, and we will respond.

In order to provide a response and track ongoing enquiries, we need to collect and store your name and a means of contact, being either your address, email address or telephone number, which is stored together with the dates on which you contact Glamorgan Archives. The source of all personal data that we hold is the information provided by you when you contact us.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract between yourself and Glamorgan Archives.

Cardiff Council is the data controller for the personal information you provide when contacting the Archives with an enquiry. We will keep your personal data for a full year beyond the year in which you contact the Archives. Your information will be used to track and respond to your enquiry and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

### **9. How and when we contact remote enquirers**

We will only contact you in connection with your enquiry to Glamorgan Archives, for example to reply to a question relating to the Collection.

### **10. Your privacy rights**

Your information is stored securely by Glamorgan Archives for the purposes described above.

We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law.

You have the right to request that we provide you with a full copy of any personal information we hold on you, which we are obliged to provide to you within one calendar month free of charge.

Where you believe the personal information we hold is inaccurate, for example where your contact details have changed, you have the right to demand the immediate rectification of any inaccurate data we hold on you.

Where you believe we are holding your personal registration information beyond the period of retention outlined above, you have the right to demand its immediate deletion.

You also have the right to request that we transfer any personal data we hold on you to any other agency that you appoint.