



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### *Downing College Archive and Maitland Robinson Library Special Collections*

This statement explains how Downing College (“we” and “our”) handles and uses information we collect about external enquirers, donors and researchers (“you” and “your”) in relation to the Archive and Library’s Rare Books. In broad terms, we use your information to answer your enquiries, keep records relating to accessions and/or manage your visit to the College and facilitate your research.

The controller for your personal information is Downing College, Cambridge, CB2 1DQ. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Data Protection Officer. Please contact us at [data.protection@dow.cam.ac.uk](mailto:data.protection@dow.cam.ac.uk) if you have any questions about this statement or how we manage your personal data.

The legal basis for processing your personal information is that it is necessary to support the College’s legitimate interests in managing and maintaining security of its collections. We will retain your information for the periods stated below unless or until you request us to do otherwise.

### How your data is used by the College

We collect and process your personal information for the following purposes:

- A. Maintaining clear contact information for managing your enquiry and any subsequent visit  
*We will hold your name, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you should further queries or extra information arise relating to your research and in order to facilitate your visit. This information is held while answering your enquiry and/or during the period of your research and thereafter for up to seven years.\**
- B. Keeping a record of research visits to the Archive and Library (Special Collections)  
*We will record your name, contact details, the date of your visit, and the nature of your research and any institution that you are associated with. The Researcher Registration Form is kept indefinitely as a record of agreement to abide by access conditions, otherwise this information is kept for up to seven years.\**
  - i. *Records of material accessed during your visit:  
Records of individual items requested, including researcher name, are kept indefinitely. These are retained securely to assist in locating any identified missing items, for example in the event of accidental mis-filing on the return of research material.*
- C. Donors’ personal information including your contact details, gift form and any related correspondence will be retained permanently in the Archive as an important record of legal ownership and for any future copyright queries.

**\*Records relating to copyrights may be retained for longer to ensure ongoing copyright obligations are met (for instance, where copies from archives have been made for private and non-commercial research purposes). The Archivist may also decide to permanently retain your information contained in enquiries where the enquiry relates to the history of the College or its members.**

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 on our site, which will capture footage of you and your vehicle.

### **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.

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

*Last updated: October 2019  
Downing College Data Protection Officer*

<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Author</b>
April 2018	Draft	Reviewed by Archivist	Records & Information Manager
April 2018	1.0	Publication	Records & Information Manager
October 2019	1.1	Reviewed and updated by the College Archivist	Records & Information Manager