

Data Protection

In the course of completing this application document, you have provided information about yourself ('personal data'). We (the University of Oxford¹) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to assess your application and, if successful, to register you as a Bodleian Libraries Library Card holder and provide you with the associated services.

We need to process your data for this purpose in order to fulfil our contractual obligations to you or to take steps at your request prior to entering into a contractual relationship.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We may also share your data with the following organisations for the reasons indicated:

The organisation that funds your library membership, for example OUH Trust, Oxford Brookes University, HETV, Solution for Public Health, in order to fulfil our contractual obligations to them or to meet our legitimate interests providing library services to them.

Retaining your data

We will retain your application form for 2 months. We will retain your data for six years after your Library Card expires.

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website <https://www.infosec.ox.ac.uk/>

Where we store and use your data

We store and use your data on University premises, in both a manual and electronic form.

¹ The University's legal title is the Chancellor, Masters and Scholars of the University of Oxford

Your rights

Under the General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018, you have the following rights in relation to the information that we hold about you (your 'personal data').

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing** of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your data to another party**

Further information on these rights is available from the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. However, where you have consented to the processing (for example, where you have asked us to contact you for marketing purposes) you can withdraw your consent at any time by emailing the department that is processing your data.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University's Information Compliance Team (data.protection@admin.ox.ac.uk). We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at hcl-enquiries@bodleian.ox.ac.uk or Membership, Cairns Library, Level 3, Academic Centre, John Radcliffe Hospital, Headington, Oxford, OX3 9DU.