

BANGOR UNIVERSITY LIBRARY PRIVACY NOTICE

Bangor University (BU) is the data controller in relation to your information, as defined in the Data Protection Act 2018 and is committed to protecting your rights, in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

The University's nominated representative for data protection legislation, and the Data Protection Officer is:

Head of Governance and Compliance,
Governance and Compliance Team,
Corporate Services,
Bangor University
College Road, Bangor,
Gwynedd,
LL57 2DG.

This Privacy Notice explains in detail the types of personal data Bangor University Library may collect about you when you interact with us and why we need to process it.

What information do we collect about you?	Why is processing this personal information required?	What is the lawful basis for BU Library using this information?
Your name, address and email address	To give you access to database resources from our library catalogues and to safeguard the integrity of our collection	This is necessary for the exercise of our official authority by regulating conditions under which members of the public may inspect public / other records
Images in video and / or photographic form	To promote library events, or promote our services	Where consent has been given
CCTV footage of your presence and conduct in the Library	For the purposes of crime prevention (to manage the security of documents) and public safety	This is necessary for the exercise of our official authority by regulating the conditions under which members of the public may use the facilities of the Library

FURTHER INFORMATION RELATING TO YOUR DATA

Your rights:

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. If you have provided consent to the Library to process any of your data then you also have a right to withdraw that consent. Please visit the University Data Protection webpages for further information in relation to your rights:

<https://www.bangor.ac.uk/planning/dataprotection/index.php.en>

Any requests or objections should be made in writing to the University Data Protection Officer.

Security:

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of your information will be authorised to do so. Information about you in electronic form will be subject to password and other security restrictions, and paper files will be stored in secure areas with controlled access. Further information on these processes can be found in the University's Information Security Policy.

Retention

We keep your personal information for no longer than is necessary to fulfil the purposes for which it was collected, taking into account the requirements from the following criteria:

- the type of information that we hold about you
- any laws or regulations that we are required to follow
- whether we are in a legal or other type of dispute with each other or any third party

Complaints:

If you are unhappy with the way in which your personal information has been processed you may, in the first instance, contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

The Information Commissioner
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH
Tel: 02920 678 400