

How we use your personal information

-- Users of the Fitzwilliam College Library

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

When changes are made to this statement, we will publish the updated version on our website at <https://www.fitz.cam.ac.uk/about/official-information/data-protection> and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is Fitzwilliam College, Storey's Way, Cambridge, CB3 0DG. The person responsible for data protection within the College 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 College Data Protection Officer, who is the Bursar, bursar@fitz.cam.ac.uk. The statutory Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd) [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]. The Bursar should be contacted if you have any concerns about how the College is managing your personal data, or if you require advice on how to exercise your rights as outlined in this statement. If you are still dissatisfied after the College's response, you should contact the statutory Data Protection Officer.

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

This statement should be read in conjunction with the separate statement for website users at <https://www.fitz.cam.ac.uk/about/official-information/data-protection>.

How your data is used by the College

- 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 offered by the Library.
- 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.
- We also use your personal information to create a user account for you. This enables secure access and provides user functionality through our library management system which includes use of the self-issue station, 24/7 online access, reservations and book requests.
- We operate CCTV on our sites, which will capture footage. Our CCTV policy can be viewed at: <http://www.fitz.cam.ac.uk/about/official-information/data-protection>. Data relating to the use of electronic cards (SALTO) to access certain areas of College is retained for one year.

You may also be used to logging in to the University Library's Discovery Service, iDiscover. 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](#).

Information is not shared with other third parties without your consent.

The College publishes a data retention schedule at <https://www.fitz.cam.ac.uk/about/official-information/data-protection>

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.

Non compliance or complaints

Failure to provide the information reasonably requested of you may result in disciplinary action taken by the College, which could ultimately lead to your dismissal from employment.

If you have questions or concerns about your personal information, or how it is used, please speak to the College Library staff in the first instance. If you need further guidance, please contact the College Data Protection Officer using the details given above.

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: May 2018