

Privacy Notice

The personal information provided will be managed in accordance with the provisions of the General Data Protection Regulation (GDPR). The University administers its obligations under this legislation in accordance with its Data Protection Policy.

The Library holds information about visitors on computer in the following categories:

- Personal Details: name, home address, contact details;
- Details of your relationship with the University (visitor category);
- Student category and University (student vacation applications);
- Reason for requesting visitor access (members of the public);
- Details of the date(s) of visit.

The information collected by the visitor application form will be used for the following purposes:

- Allowing access to the McClay Library;
- Reporting visitor numbers;
- University Communications;
- Contact on an occasional basis for surveys and research to improve our service.

Is my personal data shared with anyone outside of Queen's University?

Your personal data is not disclosed to third parties.

How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purposes for which it was collected, and in accordance with the University's Records Management Policy. Data will be securely destroyed when no longer required.

Your rights

You have a number of rights under data protection legislation, including the right to access personal data that the University holds about you insofar as it falls within the scope of the legislation. Please contact the Information Compliance Unit (info.compliance@qub.ac.uk) for further information.

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