



## **LIBRARY VISITOR PRIVACY NOTICE**

Queen's University Belfast ("we", "us" and "our") is committed to protecting your personal data. The notice is addressed to individuals who are who are registered as visitors to the Library at Queen's, ("you" and "your"). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

### **WHO WE ARE**

1. We are Queen's University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Library visitor access is provided by Queen's University Information Services (Library Services).

### **HOW YOUR PERSONAL DATA IS COLLECTED**

2. **Information you provide:** When providing library services, we will ask for information about you, such as your name, contact details, student status (if applicable), reason for visiting the Library etc. This is known as your "Personal Data".

### **HOW WE USE YOUR PERSONAL DATA**

3. We use your Personal Data in the following ways:
  - Allowing access to the McClay Library;
  - Reporting Library visitor numbers;
  - Library communications;
  - Queen's University communications;
  - Contact on an occasional basis for surveys and research to improve our service.

### **LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA**

4. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our "legal basis for processing". In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested. The legal basis for processing your Personal Data is,
  - We have a legitimate interest as the data controller to process the process the data required to provide access to the Library at Queen's.

### **WHO WE SHARE YOUR DATA WITH**

5. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data, with the following parties for the purposes set out above:
  - Your Personal Data is not shared with any other parties.

## **DATA PROCESSING OUTSIDE EUROPE**

6. We will not transfer your Personal Data outside of the European Economic Area.

## **HOW LONG YOUR INFORMATION WILL BE KEPT**

7. We will keep your Personal Data for up to one year from the expiry of your visitor registration. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

## **YOUR RIGHTS**

8. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:
  - to request access to your Personal Data;
  - to request correction of your Personal Data that is wrong or incomplete;
  - to request erasure or the restriction of processing of your Personal Data;
  - to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
  - not to be subject to automated decision making; and
  - to withdraw your consent.
9. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.
10. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you, but we will notify you if this is the case at the time.
11. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

## **CONTACTING US**

12. If you have any questions or comments about this privacy notice, the University's Data Protection Officer can be contacted at:

Derek Weir  
Data Protection Officer  
Registrar's Office  
Lanyon South  
Queen's University Belfast  
University Road

BT7 1NN  
[info.compliance@gub.ac.uk](mailto:info.compliance@gub.ac.uk)

## **COMPLAINTS**

13. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **CHANGES TO THIS NOTICE**

14. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.