

Archives Privacy Notice

- **Purpose**

Archives

- **Description**

We offer customers access to archive collections across Highland. Personal information such as name, address, telephone number and email address is collected in order for us to;

- Administer access to collections in our searchrooms
- Contact customers to respond to their enquiry
- Give copyright permissions
- Collect depositor information on Deposit Agreement Forms so that we retain a record of how the collection was acquired and from whom.

We also use the information collected for statistical purposes.

- **If you do not give us your information**

If you do not provide High Life Highland with your information we will be unable to provide you with access to the archive collections, respond to your enquiry or accept custody of the collection being offered.

- **Conditions for processing personal information**

Consent – article 6 (1)(a) - we require your personal information to allow us to provide access to collections in the searchroom and respond to your enquiry

Contract – article 6 (1)(b) - we need to process this personal information to fulfil our contract with the depositor of a collection

- **Your rights**

- Access to personal data
- Amendments to your data
- Removal of your personal data
- Change the way we process your personal data

- **Who we share your information with**

High Life Highland share your information with third parties in order for us to administer processes. For a list and more information on third party processors please visit:

www.highlifehighland.com/GDPR/Data-Processors

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- **How long we hold your information**

- Visitor Registration Forms, Wi-Fi Forms, Reprographics Forms are all kept for current year plus five years
- Document Request Slips kept for current year plus three years
- Enquiry Forms, Access to Closed Records form kept for current year plus five years; paid enquiries will be anonymised after five years and research information retained permanently
- Feedback Forms kept for current year plus three years
- Deposit Agreement Forms/De-accession Forms, Depositor correspondence kept permanently

- **How to withdraw consent/cancel**

If you wish to stop using the archive service and have your personal information removed from the database please email DPO@highlifehighland.com

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data controller**

The data controller is The Highland Council (High Life Highland delivers services on behalf of The Highland Council).

- **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House

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Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>