

Library Privacy Notice

Who is the Data Controller?

Walsall College are the data controller of personal information about you. We are Walsall College. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or dataprotection@walsallcollege.ac.uk.

What information do we collect?

- Name
- Address, email and contact number

Why do we collect this information?

We typically collect personal data about students and College staff via automated imports of relevant data from central college systems. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you (or in preparation of that contract).
- Where it is needed as a key part of our core tasks as a library (these will be tasks in the public interest for our official purposes as a public body).
- Where we need to comply with a legal obligation.

Who has access to your information?

Your personal data will be shared with Walsall College's finance department when you have outstanding or overdue items leased from the Library. Financial debts may also be passed to our debt collection agency.

AccessIT will have access to personal data when they are updating the Library system software. Where Walsall College engages in non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions and they are obliged to implement appropriate technical and organisation measures to ensure the security of data.

How does the organisation protect data?

Walsall College takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. The Data Protection policy is available to view on our website.

For how long does the organisation keep data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. We will delete personal data we hold 1 academic year after you cease being a student at Walsall

College, unless you have outstanding library issues such as fines or unreturned items. In this case, we will keep your personal data for 7 years after the final debt has been paid. For substantial debts, your personal data will be kept for 7 years after the debt has been repaid.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances);
- obtain and reuse your data for your own purposes across different services (limited circumstances);
- Object to the processing of personal Information (specific circumstances); and
- Object to automated decisions including profiling

To exercise these rights, please visit our individual Rights page at www.walsallcollege.ac.uk.

How to contact us

Please contact us if you have any questions about this privacy policy, or information we hold about you:

by email - dataprotection@walsallcollege.ac.uk

by writing - Gurpreet Sandhu, Data Protection, Walsall College, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES

by phone - 01922 657014

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at dataprotection@walsallcollege.ac.uk. You also have the right to complain to the Information Commissioner at www.ico.org/concerns or by contacting 0303 123 1113.

Privacy Notice Updates

This Privacy Notice is reviewed regularly. This Privacy Notice was updated on 9 April 2018.