

## Library Privacy Notice

### Who is the Data Controller?

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

If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk).

### What personal information does Walsall College collect?

We will collect personal information from you, this information includes:

- Name
- Address, email and contact number

### Why does Walsall College collect personal information?

Walsall College is committed to being transparent about the data it collects and uses that data lawfully in line with its data protection obligation.

We collect personal information about you to effectively manage your learning and to meet our statutory obligation as an educational setting.

The lawful basis we rely on are: Legal obligation, fulfilling a public function, consent and where it is necessary for the performance of our contract with you.

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.

### How does Walsall College share personal information?

Your information may also be shared internally with Walsall College staff who need the data to provide teaching and learning services to you. This will include special category data, where necessary.

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 it's

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.

## Does Walsall College process personal information outside the EEA?

Walsall College will not transfer or store your data to countries outside the European Union, to third countries or international organisations.

## How does Walsall College protect personal information?

Walsall college takes the security of your personal information seriously and has internal policies and controls in place to ensure that your information 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 <https://www.walsallcollege.ac.uk/wp-content/uploads/2022/11/Data-Protection-Policy.pdf>, or can be collected from the Data Protection Officer.

## How long does Walsall College keep personal information?

All Personal Information will be held as long as is necessary to fulfil our legal obligations or carry out public functions. Details of how long specific records are retained is set out in the Retention Schedule. The Retention Policy takes into account the need to meet any legal, statutory and regulatory obligations.

Any information that is no longer required will be disposed of securely. 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 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 only).
- obtain and reuse your data for your own purposes across different services. (limited circumstances).
- object to the processing of personal information (specific circumstances).

- object to the processing of your data for marketing purposes, this right always applies. Where the College is relying on its legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing and this will be considered on a case-by-case basis.

In certain circumstances you have the right to have your personal data deleted, this is where the College does not have a justification to retain it. Below is a list of circumstances where the College would delete your personal data:

- Where your personal information is no longer necessary for the purpose that the College originally collected and processed it.
- When the legal basis relied on is Consent and you withdraw that consent.
- If we are relying on our legitimate interests as the legal basis for processing and you have objected and your interests rights or freedoms override our legitimate interests.
- When you have objected to the processing and the College is using your data for direct marketing purposes.
- The personal data was unlawfully processed
- It is necessary to delete your personal information to comply with a legal obligation;
- The personal information is processed by the College as part of the delivery of information society services to a child under 16 years old.

\*ISS any service normally provided for remuneration, at a distance, by electronic means and at the individual request of a recipient of services. e.g. websites, apps, search engines, online marketplaces and online content services such as on-demand music, gaming and video services.

However, the right to be forgotten does not apply where the College relies on the following:

- To comply with a legal obligation.
- In order to carry out a task in the public interest or in the exercise of our official authority as a public body and institute of higher education.
- To establish, exercise or defend legal claims.
- To exercise the right of freedom of expression and information.
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes where erasure is likely to make it impossible or considerably difficult for to do this.

If you would like to exercise any of these rights, please visit our Individual Rights page on <https://individualrights.walsallcollege.ac.uk/>.

Where we reply upon student consent to process data this consent can be withdrawn at any time by contacting Walsall College.

## What if I do not provide personal information?

Data that is mandatory to provide will be highlighted on your enrolment form and failure to provide mandatory data required by the College to meet legal obligations in regard to provision to teaching and learning, safeguarding or other statutory obligation will impact on your ability to enrol or receive funding.

## How to contact us

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

By Email: [dataprotection@walsallcollege.ac.uk](mailto:dataprotection@walsallcollege.ac.uk)

In writing: Data Protection Officer  
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](mailto:dataprotection@walsallcollege.ac.uk). You also have the right to complain to the Information Commissioner at [www.ico.org/concerns](http://www.ico.org/concerns) or by contacting the ICO helpline on 0303 123 1113.

## Changes to our privacy policy

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We will not significantly change how we use information you have already given to us without your prior agreement. The latest version of this Notice can be found at on the College's website.

This Privacy Notice was last updated on 09 May 2023