# Data Protection Notice

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

## Who we are

Throughout this Notice, “we”, “us” and “our” refers to the University Archives*,* University College Cork. For more information about us, please refer to our website: <https://www.ucc.ie/en/ocla/univarch/>*.*

## How we collect your personal data

We collect your data from you when you complete our reader’s application form and/or copy request form and/or donor agreement form. It will be used by us only in accordance with the purposes outlined in this notice.

## The purpose and legal basis for collecting your data

Any personal data you provide to us via these forms will be processed fairly and lawfully.

 Data will be used for the purposes of administering the University Archives service and monitoring and reporting on use of the service, based on its legitimate interests.

Data collected in connection with copy requests will be retained on the basis of copyright law, to protect the interests of the University as a copyright holder, and those of other copyright holders of material held by the University Archives.

Data collected in connection with donations will be retained for archival purposes in the public interest, to document and record the provenance of collections, and to protect the interests of the University and of donors.

## Details of third parties with whom we share personal data

Your data may be shared with data processors providing external hosting and related maintenance and technical support services for our archival management system. This contains our collections catalogue, and information on donors and researchers, consistent with the purposes and legal bases set out above. Processing is subject to a written contract in place to ensure that any personal data shared will be held in accordance with the requirements of data protection law and that the data processor has appropriate security measures in place in relation to your personal data.

Processors may operate and host data outside of the European Economic Area (EEA). Accordingly, in the course of processing your personal data, it is understood that we rely on legally approved mechanisms to lawfully transfer data across borders including the Standard Contractual Clauses approved by the European Commission.

Your data will not otherwise be shared with third parties, unless we are legally obliged to do so, or where we need to comply with our contractual duties to you, as applicable.

## How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes described here we will store your data for the following periods:

Researcher details: 10 years

Copyright forms: Permanent

Donor details: Permanent

Retention is in line with UCC’s Records Management Policy and records retention schedules.

## Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

* to find out if we use your personal data, access your personal data and receive copies of your personal data;
* to have inaccurate/incomplete information corrected and updated;
* in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
* to object to certain processing of your data by UCC;
* to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form);
* where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;
* to not be subject to a solely automated decision;
* to request that we stop sending you direct marketing communications.

If you wish to avail of these rights, please write to: The Information Compliance Manager, University College Cork, 4 Carrigside, College Road, Cork (or email foi@ucc.ie).

## Questions or Complaints

If you have any queries in relation to the University Archives, please contact the University Archivist: archives@ucc.ie; +353 (0)21 4902753; 6 Elderwood, College Road, Cork

If you have any complaints in connection with our processing of your personal data, you can contact UCC’s Information Compliance Manager: **Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork, Western Road, Cork E:** **foi@ucc.ie** **Tel: +353 21 4903949**

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission’s website ([www.dataprotection.ie](http://www.dataprotection.ie)), or by telephoning 1890 252 231.

In submitting personal data when completing forms, you understand and agree that your personal details will be used by the University Archives for the purposes outlined above.