







Information Commissioner's Office  
Wycliffe House  
Water Lane

- Access to our occasional exhibitions and other cultural events: we hold data from you when you buy tickets or register for events, to manage access to the events.
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made available for research, in line with the safeguards set out within s.19 of the Data Protection Act 2018. Object history files for our physical artefact collections are retained on the same basis and subject to the same safeguards.

Donor names are sometimes advertised within our building or as part of our exhibitions, where this has been agreed as part of the donation or fundraising. Former owners of our collections (with vital dates and places of residence) may be recorded within our public catalogues and on object labels to support learning and research.

## **How personal data is stored by Library Services**

Any personal data in electronic format will be held on secure systems using university servers in line with Brunel University London policy and guidance. Where appropriate, additional password protection is used for files containing more extensive or sensitive data, to ensure that it is restricted to specific members of staff. No personal data will be held on unencrypted portable devices or USB sticks. Personal data in paper form is held within secure staff-only areas, and any data held for more than a few days is kept in locked cupboards or offices.

## **How personal data is processed by Library Services**

- Researcher names and contact details may be shared with owners of a relevant collection, where explicit consent is given by you or in order to provide a service (for instance, where collections cannot be copied or photographed without owner consent, or to request access to material that is otherwise subject to an embargo).

Suppliers of our core library systems (Sirsi Dynix, Axiell and ProQuest) have access to our servers to provide system support, subject to strict contractual safeguards to ensure the safe and confidential processing of personal data at all times.

Personal data is never sold on to third parties.

## **How long personal data is held by Library Services**

Personal data is only held as long as required to support the services outlined above, except as outlined

