

University Records and Archives Privacy Policy

1. Personal data held by the University of Westminster Archive is subject to data protection legislation (UK General Data Protection Regulation and the Data Protection Act 2018).
2. Archive material held by the University may contain personal data relating, in particular, to former and current staff and students; donors; enquirers and researchers.
3. Access to the information – and all personal data within the archive, or otherwise made available by the University of Westminster Archive (“Personal Data”) – is subject to compliance with the University of Westminster Archive’s Regulations for Access conditions.
4. Information provided by you will be processed by the University of Westminster Records and Archives for the purposes of managing access to archive material and the facilities at the University of Westminster Archive.
5. Your personal data will not be passed to other organizations except as required (or permitted) by law.
6. Researcher Registration details are securely stored for the current academic year plus 2 years to provide staff with a record of your visit and research interests, after which time all personal data is deleted. Occasionally we may contact a researcher if relevant material is discovered after your visit.
7. Researcher Access Request Forms, Image Licensing Request Forms, and Takedown Requests are securely stored permanently within the University of Westminster Archive.

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