

## **University of Westminster Records and Archives Privacy Notice**

Personal data means any information relating to a person who could be directly or indirectly identified by that information. This definition provides for a wide range of ways that a person may be identified by their data. This includes their name, identification number, location data or an online identifier. Some information is considered to be 'Special Category' information and needs more protection because of its sensitivity.

The University of Westminster is the Data Controller for the personal information held in relation to University Records and Archives. This Privacy Notice is in addition to the [University's privacy notice](#).

### **How we collect information**

We collect information about you when

- You make an enquiry to us
- You access archive material
- You donate records to us

### **Confidentiality**

The information you provide will only be shared with colleagues from the University Records and Archives service who are directly involved in handling your enquiry or request.

### **What information we collect and hold**

Personal information collected includes:

- name
- contact details (email, telephone, address)
- details of current affiliation with educational establishment

We will not normally gather or require you to give us any special category information.

### **How the personal information we hold is used**

Your personal information will be used to:

- respond to enquiries
- follow up if relevant material is discovered after your initial enquiry or visit
- contact you in the event your permission is required to publish material under your Copyright

### **Our reason for processing your personal data**

We process your personal data for the following reason

- With your consent
- Public task: the processing is necessary in order to perform a task in the public interest or for our official functions

## **Organisations we may share your information with, in relation to this processing**

We will not share your information with other organisations without your consent except as required by law.

## **How we protect your information**

The personal information we hold will be processed with appropriate security and used in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Your information may be held outside of the UK. Where this is the case, we ensure that appropriate measures are in place to protect your data.

## **Our data retention policy**

We will retain this information only for as long as necessary. We may aggregate and anonymise data for wider internal management reporting or research purposes. Personal data will be kept in line with the university's retention schedule.

## **Disclosure of information to third parties**

Personal information will not be disclosed to external organisations other than those acting on the instructions of the University. Where this is the case, a written contract will be put in place between the University and the third party setting out appropriate data protection obligations.

We use several commercial companies and partners to either store personal information or to manage it on our behalf. Where we have these arrangements, we ensure that there is a contract or data sharing agreement in place to ensure that the requirements of data protection legislation are met.

Sometimes we have a legal duty to disclose personal information. We may share your information:

- for the detection and prevention of crime and fraudulent activity
- if there are serious risks to the public, our staff or to other professionals
- to protect a child
- to protect adults who are thought to be at risk

## **Your rights**

The law gives you several rights to control which personal information is used by us and how it is used by us.

## **How can you access the information we hold about you?**

You are legally entitled to ask to see any records we hold about you. If you wish to request access to the personal information we hold about you, please contact the Information Compliance Team through the [University's subject access procedure](#).

## **How can you request correction of inaccurate information?**

Whilst we try to ensure that any personal data we hold about you is correct, there may be situations where the information we hold is no longer accurate. If this is the case, please contact the department holding the information so that any errors can be investigated and

corrected. If you don't know which department to contact please contact the Information Compliance Team.

### **You can ask to delete information (right to be forgotten)**

In some circumstances you can ask for your personal information to be deleted, for example, in instances where:

- your personal information is no longer needed for the reason why it was collected in the first place
- you have removed your consent for us to use your information (where there is no other legal reason for us to use it)
- deleting the information is a legal requirement

Please note that there are situations where the right to be forgotten does not apply. Please contact the Information Compliance Team to make a request.

### **You can ask to limit what we use your data for**

In some circumstances, you have the right to restrict what processing an organisation carries out or ask that they stop processing your personal data. When processing is restricted, the organisation may continue to store your data but not process it further. Please contact the Information Compliance Team to make a request.

### **You can ask to have your information moved to another provider (data portability)**

You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. Please contact the Information Compliance Team to make a request.

### **You can object**

You have the right to object to processing of your personal data at any time. This means that you can stop or prevent an organisation from using your data. However, it only applies in certain circumstances. Please contact the Information Compliance Team to make a request.

### **Automated decision making and profiling**

You have a right to request that decisions based solely on automated processing, including profiling, which may produce a legal effect or affect them significantly, to have some form of human input so they are not automatically generated by a computer. Please contact the Information Compliance Team to make a request.

### **Right to complain**

You have the right to complain about how we use your personal data. In the first instance, please contact the Information Compliance Team.

### **How to contact us?**

If you would like further information or if you have any concerns about how we handle your data, these can be raised with our Information Compliance Team by emailing

[DPA@westminster.ac.uk](mailto:DPA@westminster.ac.uk) or writing to;

Information Compliance Team  
University of Westminster  
32-38 Wells Street  
London W1T 3UW

### **Independent advice**

Independent advice can be sought from the UK regulator for data protection, the Information Commissioner's Office (ICO).

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.  
Alternatively, visit [www.ico.org.uk](http://www.ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **This privacy notice and updates**

If you have any queries about this privacy notice, or about how we hold and use your data, please contact the Information Compliance Team.

We will review and update this privacy notice to reflect changes in our processes and procedures. When such changes occur, we will revise the 'last updated' date on this notice. We encourage you to periodically review this notice to remain informed.

Last reviewed and updated: July 2025