

## **Shropshire Archives Privacy Notice**

### **Who we are**

Shropshire Archives is the archive service for the historic county of Shropshire, including Telford and Wrekin. We're funded by Shropshire Council and Telford and Wrekin Council.

This privacy notice tells you what to expect when Shropshire Archives collects personal information. This can be anything that identifies a living individual. It applies to information we collect about people who engage with us. We're committed to protecting your privacy when you use our services.

### **When we use your personal data**

When we use your personal data, Shropshire Archives is the data controller. We are part of Shropshire Council and Shropshire Council's privacy notice explains how we (as part of the Council) use information about you and how we protect your privacy.

Shropshire Council privacy notice <http://www.shropshire.gov.uk/privacy/your-privacy/>

Shropshire Council also has a Data Protection Officer who makes sure we respect your rights and follow the law. You have the right to remove your personal information at any time. If you have any concerns or questions about how we look after your personal information, please contact the Information Governance team at [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk) or by calling 0345 678 9000 and asking to speak to the Data Protection Officer.

Below are some more specifics relating to Shropshire Archives.

### **Our service to you**

We may need to use your personal information, especially those of you who register on the Shropshire Archives website by visiting onsite or accessing online content. This includes people who visit us in person, or contact us through our website, contribute through our website, or social media by way of commenting. We may need to use information about you to help:

- deliver services to support you
- manage those services we provide to you
- train and manage the employment of our workers who deliver those services
- help investigate any worries or complaints you have about our services
- keep track of spending on services
- check the quality of services
- help with research and planning of our services

Information is only retained as long as necessary and you can ask for details of our retention schedule.

## Specific circumstances under which Shropshire might process your information

<b>Processing your personal information is required in order to:</b>	<b>The information that is necessary for this purpose is:</b>	<b>Shropshire Archives' lawful basis for using your information</b>
give you access via a reader's ticket to original archival documents in our search room and to safeguard the integrity of our collection	your name and address your reader's ticket number a record of the documents you have ordered  Your email if you wish to order online and have confirmation of this sent to you by email.	This is necessary for the exercise of our <b>official authority</b> by regulating the conditions under which members of the public may inspect public and other records.  Readers' tickets and a record of documents issued are managed through the secure part of our website.
send you marketing information we think you might find useful or which you have requested from us. This is delivered as a e-newsletter, sent out through Shropshire Council's GovDelivery mailing list.	your email	Consent freely given by you when opting in to receive our e newsletter. You may withdraw your consent at any time by clicking on 'unsubscribe' in the newsletter.
conduct research and data analysis and develop statistics to better understand the use made of our building and our archival collection, including event attendance and trends	records of your attendance at any events hosted by us, singly or jointly with another organisation	This is necessary to perform our legitimate interest with you to ensure that our audience is targeted and relevant. Any research undertaken will done in accordance with safeguards in data protection legislation.  Research is usually conducted as part of the National Survey of Visitors to Archives (run by the public service quality group) and is anonymous.
promote Shropshire Archives, our courses and events, and for inclusion in educational/training material	images in video and/or photographic form	Only where you (including our staff or volunteers) have given us your explicit consent to do so.
administer your attendance at any workshops, programmes or events you sign up to	contact details	This is necessary under your contract with us to enable us to register you and properly manage and administer your attendance.  If you are signing up via a separate organisation, such as the Museum Service or Friends of Shropshire Archives, you will also have a contract with them.

arrange and manage any contracts for the provision of any services or products: for example, downloading or requesting quotes for copies of records from our website.	contact details transaction and payment information records of your interactions with us	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.
manage the security of our building	CCTV footage and any other records of your presence and conduct on our premises	This is necessary for the exercise of our official authority by regulating the conditions under which members of the public may use the facilities of Shropshire Archives.
manage the security of our IT systems	records of your usage of our IT systems and online portals	This is necessary for the exercise of our official authority by regulating the conditions under which members of the public may use the facilities of Shropshire Archives.
manage your interactions with our website or our public wi-fi network	email address username	This is necessary for the exercise of our official authority to regulate the conditions under which members of the public may use the facilities of the Shropshire Archives
comply with health and safety requirements	records of attendance CCTV footage	We have a legal obligation to provide you and everyone who visits or works at our premises with a safe environment.  We ask every visitor to sign in. Volunteers and visitors sign fire register book
use information about your health or disability status to ensure your health and safety when partaking in any of our events or activities	health and medical information, provided by you when signing up for events and activities	You have consented to provide us with this information, for your health and safety. This applies to volunteers.
answer your queries or complaints	contact details records of your interactions with us	You have consented to provide us with this information and we have a legitimate interest to provide services to you, and official authority to process your requests under the Data Protection and Freedom of Information Acts.
gather evidence for possible grievance or disciplinary hearings	all the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all staff and members of the public, and to ensure the effective management of any disciplinary hearings, appeals and adjudications.

ocess accessions of archives and local studies material	Your contact details as a depositor or copyright owner	This is necessary for the exercise of our official authority to make records available whilst taking account of owners interests and copyright. Details of depositors or copyright holders will not be made available to others unless you have specifically authorised this.
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## **People in our archival collections**

Shropshire Archives has a statutory obligation to permanently preserve the archives of the Council and other public and private historic records, as detailed in our public catalogue, and to make them available for use. These are documents including paper and parchment files, maps, pictures, posters and photographs.

We guarantee access to this archival material while observing the protection of private or public interests. In principle, every person has the right to access the documents in Shropshire Archives upon request. We provide information about the archive material on our website.

Some of the more recent archives we hold contain information about living people: personal information that has been acquired by the organisations – such as schools, Shropshire Council or other organisations. Your information will be handled according to the safeguards in data protection legislation for archiving in the public interest. This means that we apply the same standards to handling this information.

We allow third party publishers to use some digitised copies our records for online use. We and our publishers make every effort, taking into account the content and condition of the material, to avoid putting personal information online that may cause damage or distress to living individuals. As data processors, our publishers must comply with data protection legislation; they have a duty to assist you in exercising your rights over your personal information.

We, or our publishers, may use automated profiling to calculate when personal information that is closed for a person's lifetime can be made open. To do this we assume a lifespan of 100 years.

People who use information about living people from the archives have a duty, under data protection legislation, not to use that information in a way which may cause distress or damage to them. You should also be aware that, just because information is in the public domain, it does not necessarily make it lawful for you to make it public. Personal information may also be subject to copyright.

## **Where to find out more**

We welcome comments or queries about this privacy notice and our information handling practices.

More about Shropshire Council's policies are at: <https://shropshire.gov.uk/access-to-information/>

Or for archives specific enquiries, please email [archives@shropshire.gov.uk](mailto:archives@shropshire.gov.uk)

# **What are your rights in relation the personal data we process?**

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you in some circumstances.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

## **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

## **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

## **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

## **Details of any automated decision processes**

N/A

## **Under 13**

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Cookies & IP addresses**

### **What are Cookies and why are they used?**

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use within the Shropshire Archives and also Shropshire Council websites and how you can manage them at

<https://www.shropshirearchives.org.uk/policies/cookies/>

<https://shropshire.gov.uk/website-information/use-of-cookies/>

## **Complaints**

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

**By Post:** Information Governance

Shropshire Council,

Shirehall,

Abbey Foregate,

Shrewsbury,

SY2 6ND

**By phone:** 01743 252774

**By email:** [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

**By Post:** Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By phone:** 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [caserwork@ico.org.uk](mailto:caserwork@ico.org.uk)

Sharepoint/Archives/Data Protection and Freedom of Information 2018 Privacy Policy  
(last updated 3/10/2019).