

Privacy notice for users

York Minster Library & Archives



The Chapter of York and the University of York jointly administer York Minster Library & Archives (“YMLA”) and are joint "data controllers". This means that we are responsible for deciding how we collect, hold and use personal information about you.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

We may collect, hold and use the following categories of personal information about you:

- **Identity Data** includes title, first name and surname
- **Contact Data** includes postal address, telephone number and email address
- **Employment/Volunteering Data** includes employment status, employer and nature of employment
- **Educational Data** includes university, and level and nature of study
- **Membership Data** includes membership of organisations associated with the Chapter of York or the University of York
- **Profile Data** includes your University of York Library user ID, username and password, account expiry date and user group
- **Usage Data** includes information about how you use YMLA products and services
- **Financial Data** includes bank account and payment card details
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us
- **Feedback and Survey Data**

We may also collect, hold and use the following “special categories” of more sensitive personal information:

- **Religious Belief Data** includes information that you are a member of the clergy
- **Health Data** includes information that you are medically exempt from wearing a facemask for coronavirus purposes or have limited mobility

We need the above information to pursue legitimate interests, where your interests and fundamental rights do not override those interests; to allow us to perform contracts with you; and, in some situations, to enable us to comply with legal obligations. In limited circumstances, we will ask for your consent to allow us to process more sensitive information. The purposes for which we will process your personal information are listed below.

1. To register you as a YMLA reader or borrower and to administer your membership or appointments (legitimate interest: necessary to facilitate public access to YMLA collections while ensuring their preservation; consent: we will use any Health Data you provide to make arrangements to ensure you receive appropriate service on your visit to YMLA)
2. To process and deliver your research, imaging or image-licencing service order (necessary for the performance of a contract with you)
3. To manage our relationship with you, including asking you to leave a review or take a survey (legitimate interests: necessary to keep our records updated and to study how YMLA users use YMLA products and services in order to inform the development of YMLA strategy, products and services for the benefit of YMLA users more generally)
4. To use data analytics to define types of users for YMLA products and services, and to study how YMLA users use YMLA products and services (legitimate interest: necessary to inform the development of YMLA strategy, products and services for the benefit of YMLA users more generally). We process Religious Belief Data for this purpose only and rely on the archiving, research and statistics condition of article 9 of the GDPR to do so.

We may have to share your data with third parties, for the above purposes. "Third parties" includes third-party service providers, business partners and organisations which regulate or supervise us. Our third-party service providers include international organisation Google, which hosts the YMLA online appointment-booking system. The international transfer of data is covered by a contract incorporating standard data protection clauses adopted by the EU Commission. You can obtain a copy of the clauses by contacting itsupport@york.ac.uk.

We are subject to a legal obligation to share, where requested, your Identity Data and Contact Data with the Department of Health and Social Care for the purpose of NHS Test and Trace.

All such third parties are required to take appropriate security measures to protect your personal information in line with our policies.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you may have provided your consent to the use of your personal information, you have the right to withdraw your consent at any time.

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data, we may not be able to perform the contract.

Contacting us

We have appointed data protection officers (DPOs) to oversee compliance with our privacy information. If you have any questions about this privacy notice or how we handle your personal information, please contact the Chapter of York's DPO, Peter Young, at dataprotection@yorkminster.org, in the first instance. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.