



### **Abertay University Archives: Enquiries Privacy notice**

Abertay University follows the Information Commissioner's guidelines to comply with data protection legislation, including the Data Protection Acts 1998 and 2018, and the General Data Protection Regulations in respect of the personal information we hold about you. We are committed to safeguarding your privacy and maintaining the security of your personal information. The purpose of this Privacy Notice is to explain to you what personal information we collect and how we may use it.

#### **What information are we collecting and why?**

Abertay University Archives collects the information about you in this correspondence in order to be able to respond to the query you have sent us.

Giving us your name and address provides us with a record of who has contacted us and the purpose of the enquiry. It enables us to reply to you, and to keep track of any further correspondence with you relating to your enquiry or other subjects you may ask about. It also allows us to determine whether you are requesting access to information about yourself or information about others.

#### **How will this information be used and shared?**

Part of the information you provide is used by us to calculate anonymised correspondence statistics.

The Archives do not share your personal information with any other organisation or University business area.

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

We will keep this information about you for 2 years from the date of your enquiry to us

#### **Your Rights**

You've got legal rights about the way the University handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. You can see a copy of your rights in full in the University's [Individual Rights Policy](#)

If you wish to exercise any of your rights, or have any questions, comments or requests regarding your personal information, or you wish to make changes to it, or you are unhappy with how we handle your personal information you can contact the University's Data Protection Officer ("DPO"):

Data Protection Officer

Academic Registry

Abertay University

Kydd Building

Bell Street

Dundee DD1 1HG

Tel: 01382 308000 email: [dataprotectionofficer@abertay.ac.uk](mailto:dataprotectionofficer@abertay.ac.uk)

You will not have to pay a fee to exercise any of your rights. However, the University 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.

You are also entitled to contact the Information Commissioner's Office (the "ICO") ([www.ico.org.uk](http://www.ico.org.uk)) about any concerns about the way the University has handled your personal data. The University would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.