

## PRIVACY NOTICE FOR VISITORS TO ASTON UNIVERSITY LIBRARY

### Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the DPA and GDPR.

### What we collect

The personal data which we process includes details about you which will include your name, address, email address and telephone number.

It also includes information about your disability status or mobility requirements which is classed as Special Category Personal Data under the GDPR and the DPA.

### Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

### How we process your data

The University will process your personal data for the following purposes.

#### **Purpose 1 – Registering you as a visitor**

We will process your personal data in order to register you as a visitor at the University’s Library. This is to assist the University with the key aspects of information which you will need to use the Library’s facilities.

#### **Legal basis for processing your information for Purpose 1**

The processing of your personal data for Purpose 1 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 2 – ID Cards**

The University will process your personal data which will include your photograph to create your ID card. This is to enable you to gain access to the University's Library.

#### **Legal basis for processing your information for Purpose 2**

The processing of your personal data for Purpose 2 is necessary on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 3 – Book Loans**

We will process your personal data as we may need to contact you in respect of matters such as book loans. This is to ensure that books are returned on time to the Library.

#### **Legal basis for processing your information for Purpose 3**

The processing of your personal data for Purpose 3 is necessary on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 4 – Emergencies**

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in the event of an accident or illness.

#### **Legal basis for processing your information for Purpose 4**

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Sensitive Categories of Data is necessary on the grounds of the University protecting your vital interests (GDPR Article 9(2)(c)).

### **Purpose 5 – Security**

Your safety and security is very important to the University. We will therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice.

#### **Legal basis for processing your information for Purpose 5**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).