

## Visitor Registration form: Data Protection Statement

The University is committed to being transparent about how it collects and uses your data and to meeting its data protection obligations. As part of providing access to our collections, the University of Brighton Design Archives (UoBDA) collects and processes data relating to visitors and their use of our collections, on this form.

### The Data Controller

The Data Controller is the University of Brighton, Mithras House, Lewes Road. If you would like information about how the University uses your personal data please contact [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk), 01273 642010.

### Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer: Rachel Page, Head of Data Compliance and Records Management, 01273 642010, [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

### What information does the UoBDA collect?

In our Visitor Record and Conditions of Access form, we collect your contact details (including email address and telephone number) and information about the subject and purpose of your research (for example your home address or institution, and your research project).

### Why do we collect your data?

We collect this data for the following purposes:

- to manage your visit to the UoBDA
- for security, to provide an audit trail of access to our collections
- to collect statistical data for annual monitoring and other reports
- to inform our awareness of current and developing fields of research interest

### How your data is held

The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Your Visitor Form is held in paper form in locked storage in a room which is only accessible to archives staff, or to others when accompanied and supervised by UoBDA staff. Your information is not shared outside the UoBDA team except in anonymised form when as part of a statistical report.

### Transfers of data outside the UK

Your data is processed in the UK. Should it be necessary to transfer personal data outside the UK – for example, where our data processors hold servers outside the UK or where the university's suppliers, service providers and research partners are based outside the UK, we ensure

appropriate contracts and other safeguards are in place, and ensure compliance with the UK GDPR and the Data Protection Act (2018).

### **How long will we keep your data?**

We will retain your Visitor Form to enable long term evaluation of research trends and, if you have consented on the form, in order to contact you about additional research materials identified following your visit or other matters related to your research, or with more general news updates about the UoBDA.

### **Data subject's rights (access, rectification, erasure, restriction of processing, objection to procession, right to data portability)**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request, see <https://www.brighton.ac.uk/foi/requesting-information/index.aspx>
- require the University to change incorrect or incomplete data;
- require the University to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask the University to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the University's Data Protection Officer, Rachel Page, Head of Data Compliance and Records Management, 01273 642010, [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

### **Whether providing personal data is a statutory or contractual requirement and the consequences for failing to provide the data**

Provision of this data is part of the agreement you consent to, whereby access is provided to archive holdings. Without a form we are unable to create an audit trail of access to our collections so that we can manage their security.

With your consent we will also contact you about our own work and collections, or information related to your research interests.

### **The existence of automated decision making, including profiling, information about the logic involved, including the significance and the envisaged consequences of such processing for the data subject**

We will not use your personal data for automated decision making / or profiling about you as an individual.

### **The right to complain to the ICO**

If you are unsatisfied with the way the University has processed your personal data, or have any questions or concerns about your data please contact [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk), if we are not able to resolve the issue to your satisfaction, you have the right to apply to the Information Commissioner's Office (ICO). They can be contacted at <https://ico.org.uk/>

**Other Privacy Notices**

We do our utmost to protect your privacy. Please be aware that other privacy notices exist within the university in respect of data held, including but not limited, to activities.

**Changes to this notice**

We keep our privacy notices under regular review. This privacy notice was last updated in 2024.

**Version History**

<b>Version</b>	<b>Version date</b>	<b>Summary of Changes</b>
V 1.0	2019	First version published by Sue Breakell
V 2.0	2024	Further detail added by Jen Grasso

**Date of next review: March 2025**