

Keble College GDPR ROPA - Library - v1.3 (Sep 2019)

Category of personal data	Source of the data	Why we process it	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	Special category grounds	Special category- details of public interest etc (where appropriate)	Criminal Conviction Grounds	Criminal conviction grounds (further information)
Contractual Agreements where we take out contracts with third party suppliers or supply College images to customers.	We obtain this data from you. We generate this data about you.	To maintain a record of contractual arrangements and agreements undertaken with third parties, and to ensure that they are adhered to.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in engaging suppliers and contractors that meet its required standards and ensuring that contracts are adhered to and that College assets are protected.				
Names, contact information, and dates of use of individuals (both members of College and external visitors) who are issued with Library Master Cards. Records include the contact details of applicants for cards, records of applications including the reasons for the application, and the access granted.	We obtain this data from you We generate this data about you	To maintain a record of who has been granted access to the Library by means of a Master Card and for what reason. This information is also retained for the security of the Library and its users and collections.	12 months after the card is returned	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining the security of the Library and its users and collections.				
Names, contact information, the dates and nature of inquiries relating to visitors, enquirers, and researchers using the Library's Special Collections. Records include the contact details of applicants for access to the Special Collections, records of applications including the reasons for the application, the nature of the material	We obtain this data from you We generate this data about you	To maintain a record of how our Special Collections have been used and who has previously used them. It is useful to refer back to earlier enquiries on similar topics. This information is also retained for the security of the collections.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in maintaining the integrity of its Special Collections, in monitoring their usage and in ensuring they are kept securely.				

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requested and the access granted.									
Names of donors of material to the Library's collections, and titles of the material given. With their consent, donors' names are recorded in bookplates in the items they have donated, and in a list published annually in The Record.	We generate this data about you	To maintain a record of the content of our collections and how it was acquired, as a record in its own right and in case enquiries are subsequently made about the donated item itself (for example, about ownership of the item). To acknowledge and thank those who have donated to our collections.	Permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms	The College has a legitimate interest in recording its library acquisitions.				
Names, contact details, and borrowing and fines history for Keble Library users on the Aleph Library Management System.	We obtain this information from a third party (the Bodleian Libraries)	To manage the use of the collections, and to ensure that items borrowed are returned in a timely manner or replaced when lost, so that the integrity of the collections is maintained.	Information from expired local accounts is deleted by the Bodleian (at our request) after six months.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	The College has a legitimate interest in maintaining the integrity of its Library and managing its collections.				