# MERL PRIVACY NOTICE

## **ABOUT US**

This Privacy Notice explains the nature of the personal information that the University of Reading Museum of Rural Life and Special Collections processes for the purposes of the provision of our services including access to our resources.

The University (**We** or **Us**) are data controller in respect of the information that We process about you. Our contact details are The University of Reading University of Reading, Whiteknights, PO Box 217, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123.

This notice explains what personal information We collect, hold and share in support of these purposes and your rights in respect of the data We hold about you.

Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: <a href="mailto:imps@reading.ac.uk">imps@reading.ac.uk</a>

## DATA WE COLLECT ABOUT YOU

To manage its operations effectively, provide services to you, and meet certain legal requirements, We need to collect, record, store, use, share, retain and destroy (this is known as your personal data. As part of managing your relationship with Us, We will collect and process a number of different types of personal data.

We collect personal data directly from you in order to:

- provide you with access to our services and resources.
- let you know about service changes which affect your use of the Museum.
- to keep you up to date with events and opportunities at the MERL
- for reporting and statistical purposes, including monitoring of equal opportunities
- for archiving purposes in the public interest
- for collecting data on visitors for the purposes of meeting our funding requirements, such as those to the Arts Council and the Higher Education Funding Council for England
- to keep records of those accessing, donating or depositing collections materials that warrant extra security protections and maintaining user audit trails for the purposes of defending future legal claims in respect of Copyright or Data Protection obligations
- to manage your relationship as a volunteer, including required security checks including checks with the Disclosure and Barring Service,

agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

For further information on cookies visit www.allaboutcookies.org or www.aboutcookies.org.

We use the following functional cookies on our website:

ARRAffinity - This cookie is set by websites run on the Windows Azure cloud platform. It is used for load balancing to make sure the visitor page requests are routed to the same server in any browsing session redux\_blast to facilitate the visual look of the site.

If you prefer not to receive cookies while browsing our website, you can set your browser to refuse cookies that are stored on your computer; the above websites tell you how to do this. You do (kies)7() computer

## QUESTIONS ABOUT THIS NOTICE

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: imps@reading.ac.uk

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Email: casework@ico.gsi.gov.uk

## CHANGES TO THIS NOTICE

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 09/07/2018.

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

## HOW TO CONTACT US

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

**IMPS** 

University of Reading

Whiteknights

PO Box 217

Reading

RG66AH

UK.

Telephone: 0118 378 8981. Email: imps@reading.ac.uk