

Dorset History Centre

Privacy Notice

Update due to Covid-19 (coronavirus) pandemic, July 2020:

If you visit Dorset History Centre (DHC), in order to conform with government regulation relating to Covid-19 detection and suppression, we will collect your full name, address, contact telephone number, CARN or visitor ticket number and record the date and time of your visit. This information will be kept separately from your DHC access information. We may share this personal data with the NHS Test Trace Service in the event that a library visitor contracts Covid-19 and we think there is a risk you have been in contact with that person whilst visiting DHC. You do not have to provide this data but we strongly encourage it. We will not further use your personal data except in exceptional circumstances permitted by law. We will permanently delete your personal data 21 days after your visit. For information about how the NHS Test and Trace service use and protect your personal data, please visit their website here: <https://contact-tracing.phe.gov.uk/help/privacy-notice>

Our role

Dorset History Centre (DHC) is the home of the Joint Archive Service (JAS), the official archive repository for the county of Dorset. It is funded by Dorset Council and Bournemouth, Christchurch and Poole Council and delivers archive services under responsibilities mandated through S1 Local Government (Records) Act, 1962. The JAS acquires, preserves and makes available the written and recorded records relating to the county through a wide variety of means. Records date from 965AD.

In order to make archives and local studies material available we need to collect and process some personal information from users of the service.

This privacy notice tells you how and why DHC collects personal information. This can be anything that identifies a living individual. It applies to information we collect about people who:

- Use our website
- Make enquiries of DHC via, telephone, email or website
- Visit our building for research, attending events or for educational purposes.

Our services and activities will engage people who:

- register for a reader's ticket
- book for our events
- make a purchase from us e.g. by buying images
- contact us with an enquiry or a complaint, or to ask for information we have about them (a subject access request), or to make a freedom of information request
- have signed up our newsletter and to receive information from DHC
- engage with us professionally,
- undertake tasks for DHC: staff, contractors, consultants, and volunteers.

Our archival collections:

Some records containing personal information are selected for permanent preservation in our collection. They are made available in accordance with the Freedom of Information Act 2000, General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018.

Legal basis for processing your information

Most of the information we process will be on the basis of Article 6(1)(e) of the GDPR because the processing is necessary for us to perform our public task.

Depending on the circumstances, we may also process your personal information because you, or your legal representative, have given us your consent (which you can withdraw at any time). By giving us your consent you are agreeing to DHC processing your information in accordance with this privacy notice.

We do not require your consent to process your personal information if

- you have entered into a contract with us
- you have made this information publicly available yourself
- it is required by law
- it is necessary for legal cases
- it is necessary to protect someone in an emergency
- it is necessary for employment purposes
- it is necessary for archiving, research, or statistical purposes – so long as certain conditions are met.

Sharing your personal information outside Dorset History Centre

Third parties will not have access to your personal information unless the law allows them to do so.

We do not sell your information to any other organisations.

Retention of your personal information

- We keep your personal information for no longer than is necessary to fulfil the purposes for which it was collected, as described.
- When you visit our searchroom, this is normally 10 years.
- When you contact us by email, post or letter, this is 3 years.
- When you sign up to receive our newsletter; your details are held until you unsubscribe.

If you would like further information about our information retention practices, please contact us.

Your rights over your personal information

Data protection legislation gives you various rights over your information. These may include (as relevant) the right to:

- Right to withdraw consent: You have the right to withdraw your consent to the council processing your information. To do this, please email or write to us at the contact details given on page four below. There may be some situations where we are still allowed to keep and use your information, even when you have withdrawn consent.
- Access information held about you: you must provide us with valid ID, and with enough information to enable us to identify your personal information. In certain circumstances, under data protection legislation, we may not be required to provide all the details of personal information held.

- Amend and rectify personal information that is inaccurate and notify any third-party recipients of the necessary changes. If your information is in our archival collection we will not alter the record.
- When we process your personal data on the basis of our public task, you have the right to object to that processing. Unless we are able to show a compelling legitimate reason to justify the processing in light of your objection, you can require us to stop processing your personal data.

Keeping personal information secure

DHC takes the security of all the information it holds very seriously. All our staff receive training in how to handle personal data when they join us and this is refreshed on an annual basis.

People in our archival collections

Dorset History Centre has a statutory obligation to permanently preserve the archives of public bodies including the government agencies within the county and the records of the funding councils as well as many other public and private historic records, as detailed in our public catalogue, and to make them available for use. These are documents (including files, maps, pictures, posters, films and sound recordings in analogue and digital form) that have been produced by multiple agencies and individuals dating back to medieval times.

We guarantee access to this archival material while observing the protection of private or public interests. In principle, every person has the right to access the documents in The National Archives upon request. We provide information about the archive material on our Discovery research platform.

Some of the more recent archives we hold contain information about living people: personal information that has been acquired in the process of business transactions. Your information will be handled according to the safeguards in data protection legislation for archiving in the public interest.

We allow third party publishers to digitise some of our records for online use. We and our publishers make every effort, taking into account the content and condition of the material, to avoid putting personal information online that may cause damage or distress to living individuals. As data processors, our publishers must comply with data protection legislation; in particular, they have a duty to assist you in exercising your rights over your personal information.

Where to find out more:

Contact Dorset History Centre:

Email: archives@dorsetcouncil.gov.uk

Phone: 01305-250550

Post: Dorset History Centre, Bridport Road, Dorchester, Dorset, DT1 1RP.

You can also contact Dorset Council's Data Protection service direct:

Email: data.protection@dorsetcouncil.gov.uk

Phone: 01305 838125