



SOCIETY OF
ANTIQUARIES
OF LONDON

Library, Archives, and Museum Information

Your Privacy and the General Data Protection Regulation (GDPR)

Introduction

GDPR protects personal data and the Society of Antiquaries of London takes your privacy seriously. It is important that you are aware of what data we collect from you, how we use it, if we share it, how we keep it safe, how long we retain it for and how we destroy it.

Below you will find a quick overview. More detailed information on our data protection policies and your rights can be found at the end of this document.

What data do we collect in order for you to use the collections and why?

At the time of booking for non-Fellows we collect the following information from you:

- Your email address
- Your name
- Your contact number either landline or mobile number
- The date of your visit
- The purpose of your visit
- Information about your research
- Items you may wish to see when you visit the Library or Museum

We collect this information as we have a legitimate interest in doing so:

- To track the parts of the collection that are used for research purposes
- To monitor the condition of those items used for research on a regular basis checking for any deterioration in their condition
- To contact you if unforeseen circumstances mean we need to change your appointment.
- To ensure there are no building capacity issues from a health and safety perspective.

Arriving for your appointment we ask non-Fellows for the following:

- Some form of ID, usually of a photographic nature – we do not keep or scan this ID
- Completion of our GDPR compliant signing in process

We have a legitimate interest asking for ID to cross reference against your booking and / or ensuring the materials you wish to research are available for you at that time.

We ask you to sign in as we have a legitimate interest in knowing who is in the building from a health and safety and fire perspective should there be a fire, evacuation or incident.

How do we store and keep safe the personal information you give us?

- Emails booking an appointment in the Library or Museum are to a specific email address to which only authorised employees, who have received training on GDPR, can access.
- The emails are held on a secure server which has firewalls.
- Emails requesting an appointment in the Library or Museum are kept for three years from the date of accessing the materials.
- Information relating to Library and Archive visits is logged on a password protected spreadsheet so that materials can be prepared in advance. Only a limited number of people, who have received GDPR training, have access to this spreadsheet. This information is deleted after three years.
- The signing in sheets are filed away in a locked cabinet when completed.

Do we share the data we collect from you with anyone else?

- We use information relating to the material accessed to inform our conservation plans.
- Information relating to materials accessed may be provided to management to inform future plans on a quarterly basis.
- Feedback from you on the quality of the materials will be shared with the management team as this may shape and inform our conservation strategy.
- No personal information relating to accessing materials is shared outside of the UK.

How long do we retain your data for?

- We retain information on the materials you access for up to three years – this will include all your booking details and signing in sheets. This is because it is difficult for researchers currently to access information about some collections themselves. We have a legitimate interest to ensure we can provide previously viewed materials and plan the conservation of those items viewed on a regular basis. We will keep this under review as our systems change.
- We retain requests resulting in the issuing of image licences for the duration of the licence. We have a legitimate interest in doing this during the course of the licence as we need to monitor usage and permissions.

How do we delete your personal information?

- The signing in sheets are destroyed via our confidential waste provider.
- We use a certified confidential waste service.
- We carry out a data cleanse at least once a year.
- Should you not wish your data to be held for any of the reasons mentioned above please let us know but be aware this might compromise / nullify your ability to look at materials held.

More expansive information relating to our Privacy Notice and GDPR Data Protection Policy can be found by following the links below. If you have any questions regarding your personal data, please write to the Data Protection Officer at Society of Antiquaries of London, Burlington House, Piccadilly, London, W1J 0JE.

[Society of Antiquaries Privacy Policy](https://www.sal.org.uk/global/your-privacy/) - <https://www.sal.org.uk/global/your-privacy/>
[Society of Antiquaries Data Protection Policy](#)

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