At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish & European Data Protection legislation. This notice sets out details of the information we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

Who we are (13)
Throughout this Notice, “we,” “us” and “our” refers to Special Collections & Archives, UCC Library, University College Cork. For more information about us please refer to the website: http://libguides.ucc.ie/specialcollectionsandarchives (11)

How we collect your personal data
We collect your data from you when you complete:
- Reader’s Access Application form
- Request form
- Theses copyright declaration
- National Folklore Collection forms
- Reprographic Application form
- Donor Agreement
- Academic Classes request form
- Academic Classes feedback form
It will be used by us only in accordance with the purposes outlined in this notice.

The purpose and legal basis for collecting your data
Any personal data you provide to us via these forms will be processed fairly & lawfully.

Data collected in connection with our readers’ Access Application form & request forms will be used for the purposes of administering Special Collections & UCC Library Archives Service, monitoring and reporting on the use of the service and its collections based on its legitimate interests. (the planning of future listing projects, collection management / development policies, and any future conservation projects)

Data collected in connect with theses copyright declaration acknowledges copyright resides with the author and no reader will publish in any form either the whole or any part of it without the prior permission of the author.

Data collected in connection with reprographic requests will be retained on the basis of copyright law, to protect the interests of UCC Library as a copyright holder, and those of other copyright holders of material held by Special Collections and Archives, UCC Library.

Data collected in connection with donations will be retained for archival purposes in the public interest, to document and record the provenance of collections, and to protect the legal interests of the Library and of donors (for copyright and intellectual property interest).

Data collected in connection with National Folklore Collection is required by UCD who owns the collection.
Details of third parties with whom we share personal data

Your data will not be shared with any third parties unless there is a requirement to do so arising out of copyright or other legal matters, excepting for reasons of internal administration and data storage.

How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes describe here we will store your data for the following periods:

- Researcher details: 10 years. For operational purposes.
- Request forms: for maximum six months. For operational purposes.
- Theses copyright forms: permanent. For evidential and operational purposes.
- National Folklore Collection forms: permanent. For evidential and operational purposes.
- *Copyright forms: 10 years for material under UCC Library copyright.
- Donor details: permanent. For evidential and operational purposes.
- Academic Classes request forms: 1 year. For operational purposes.
- Academic Classes feedback forms: 1 year. For operational purposes.

In certain circumstances (where copyright is not with UCC Library but is administered by UCC Library) the retention period is permanent for evidential purposes.

Your Rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- To find out if we use your personal data, access your personal data and receive copies of your personal data;
- To have inaccurate / incomplete information corrected and updated;
- In certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
- To object to certain processing of your data by UCC;
- To exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form);
- Where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;
- To not be subject to solely automated decision;
- To request that we stop sending you direct marketing communications.

If you wish to avail of any of these rights, please write to: The Information Compliance Manager, University College Cork, 4 Carrigside, College Road, Cork (or email foi@ucc.ie)

Questions or Complaints

If you have any queries in relation to Special Collections & Archives, UCC Library please contact the Special Collections Librarian +353 21 4903484 or the Archivist +353 21 4903475/4903132. Special Collections & Archives, Q-1, Boole Library, University College Cork, College Road, Cork, Ireland, T12 ND89. specialcollectionsarchives@ucc.ie

If you have any complaints in connection with our processing of your data, you can contact UCC’s Information Compliance Manager: Information Compliance Manager, Office of Corporate & Legal Affairs, University College Cork, Western Road, Cork. E: foi@ucc.ie Tel: +353 21 4903949.

You also have the right to lodge a complaint with the Data Protection Commission if you have unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission’s website (www.dataprotection.ie), or by telephoning 1890 252 231.

In submitting personal data when completing forms, you understand and agree that your personal details will be used by Special Collections & Archives for the purposes outlined above.