Privacy Notice
Delegation Archives
Daughters of Wisdom
Delegation of Great Britain and Ireland

Daughters of Wisdom Delegation Archives: Privacy Notice

- Who we are:
  The Daughters of Wisdom Provincial Archives is an archive dedicated to preserving records of enduring value for the Daughters of Wisdom Delegation of Great Britain & Ireland. Our archive is accessible to members of the public for research and genealogical purposes. Our collections include records from Great Britain and Ireland, mostly from the 19th and 20th centuries. We try to make our collections widely accessible and in order to do this we may need to process personal information on visitors, researchers, enquirers and donors.

- Intended purposes and legal basis for processing:
  In order to collect, create or otherwise process your personal information, the Daughters of Wisdom (DoW) as data controller must have a legal basis for doing so under data protection legislation. The scenarios under which personal data may be processed and our lawful bases for doing so are as follows:

Processing your personal information is required in order to:	**Information required for this purpose:**	**The DoW Provincial Archives' lawful basis for using your information**
Provide researchers with access to original archival documents from our Archive Office	Proof of identity (including name and address) Area of interest Nature of your research	This is lawful under our **legitimate interest** to monitor use of and safeguard our archival collections and ensuring the safety of visitors in case of emergency
Respond to enquiries or complaints	Your name and contact details Records of your interactions with us	This is lawful under our **legitimate interest** in seeking to answer enquiries or complaints
Allow access for visitors to the Heritage Exhibitions in the Wisdom Centre and Abbey House	Name Date of visit Reason for visit	This is lawful under our **legitimate interest** of monitoring interest in our collections and exhibitions as part of our outreach activities and ensuring the safety of visitors in case of emergency
Maintain accurate personal data on donation of records or permission for publication	Name Contact details Conditions of access or publication	This is lawful under our **legitimate interest** to maintain accurate records of ownership and the conditions of access for any records donated to the Provincial Archives

This document was produced through reference to the 'Guide to GDPR' produced by the Information Commissioner's Office (ICO) and the privacy notice of The National Archives (TNA):
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/
http://www.nationalarchives.gov.uk/legal/privacy-policy/

- Details of other recipients, sharing personal data outside the EU:
  We do not share personal data on our visitors, enquirers, researchers or donors to anyone outside the Daughters of Wisdom without their prior explicit consent to do so.

- How long data will be kept or criteria that will apply to that decision:
  Personal data on visitors, enquirers, researchers or donors will not be kept longer than is deemed necessary for the purposes which have been described above. If you would like more detailed information on specific retention periods, please contact us.

- Keeping your personal data secure and providing access:
  We endeavour to keep all personal data on our archive users secure. Access to the Archive Office and Store is restricted to specific staff only. The DoW are also involved in archival processing of records held permanently in our collections; this processing is considered 'archiving in the public interest' on the following grounds: preserving records of enduring value; enabling research and access where appropriate; preserving personal or corporate memory; promoting transparency (subject guides have been made available on our website); and complying with archival standards. We aim to maintain a balance between providing access to personal data in our archive under the archiving in the public interest commitment whilst simultaneously taking care to ensure that personal data is only accessed securely and with data protection principles in mind. To this end we ask researchers to provide identification and to complete and sign an access application form and a DPA undertaking form to ensure they comply with the rights of data subjects whose personal data they encounter in our archive. We reserve the right to produce surrogates of records for researcher's use where there may be data protection issues.

- Your rights pertaining to your personal data:
  The UK Data Protection Act (2018) and the EU General Data Protection Regulation (GDPR) give you various rights over your information. These may include (as relevant) the right to:

    - 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. If your information is in our archival collection we will not alter the record. We will, however, consider adding the correct information to the archival record.
    - Request restriction of information processing concerning you or to object to processing of your personal information.
    - Request the erasure of your personal information where it is no longer necessary for us to retain it. If your information is in our archival collection, we will consider withdrawing public access to it if this has not already been done.
    - Data portability, including to obtain personal information in a commonly-used, machine-readable format in certain circumstances, such as where our processing of it is based on a consent. This is to assist you if you wish to transfer your information

to another organisation. This does not apply to information in our archival collections.
- Object to automated decision-making, including profiling (if any) that has a legal or significant effect on you as an individual and the right to object to marketing.
- Withdraw your consent to any processing for which you have previously given that consent, without affecting the lawfulness of any processing based on your consent prior to its withdrawal.

- Contacts:
  We welcome enquiries concerning our privacy notice or our data processing procedures generally. Our contact details are:

  Daughters of Wisdom
  Wisdom House
  Romsey
  Hampshire
  SO51 8EL
  England
  Tel: +44 (0)1794830206

  For independent advice about data protection, privacy and data-sharing issues you can contact the Information Commissioner:

  Postal address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

  Telephone: 0303 123 1113.

  Website: https://ico.org.uk/global/contact-us/helpline