

Permission to Reproduce – Privacy Notice

Name of Organisation: Warwickshire County Record Office, Warwickshire County Council

Last updated: April 2019

The following privacy notice applies when we collect your information to process your request to reproduce items from our collections.

Purpose for processing and legal basis:

We use your information to process your application and as a record of the use of our collections in case of complaint of unlawful or unauthorised use of the material. The information is collected to enable us to fulfil our legal and contractual obligations.

Personal information collected:

- Name
- Contact Details
- Details of request for example reasons for publishing
- Correspondence regarding the request

We may share your information with:

The depositor/owner/copyright holder of the document you would like to reproduce where appropriate.

How long we will hold your information:

6 years

Your information rights:

If you have a complaint about your information rights please contact recordoffice@warwickshire.gov.uk.

Your information rights for this service are set out below.

Access to your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Rectification of your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Erasure of your personal information - contact us by email at: recordoffice@warwickshire.gov.uk

Restrict processing - contact us by email at: recordoffice@warwickshire.gov.uk

Object to processing - contact us by email at: recordoffice@warwickshire.gov.uk

Your rights and further information

See www.warwickshire.gov.uk/privacy for further information on how we process your information including contact details.