

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

Last updated: May 2018

The following privacy notice applies when we collect your information to process your order.

Purpose for processing and legal basis:

We collect your personal information to process your order and therefore fulfil our contractual obligations to you.

Personal information collected:

- Name
- Contact Details
- CARN number
- Table/Seat Number
- Payment details (where applicable)

How long we will hold your information:

7 years

Who we share your information with:

If your order is for a digital image, we may use a file sharing website called We Transfer to send the image to you. Your email address will be provided to this website so that your order can be fulfilled. The website does not pass your email address to any other third party. You can find out more about their privacy policy here:

<https://wetransfer.zendesk.com/hc/en-us/categories/201270873-Security-Privacy>

Your information rights:

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 details of our Data Protection Officer.