

**Name of Organisation: Heritage and Culture Warwickshire**

**Last updated: February 2018**

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 therefore processed in accordance with our legitimate interests.

**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](mailto: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](mailto:recordoffice@warwickshire.gov.uk)

**Rectification of your personal information** - contact us by email at: [recordoffice@warwickshire.gov.uk](mailto:recordoffice@warwickshire.gov.uk)

**Erasure of your personal information** - contact us by email at: [recordoffice@warwickshire.gov.uk](mailto:recordoffice@warwickshire.gov.uk)

**Restrict processing** - contact us by email at: [recordoffice@warwickshire.gov.uk](mailto:recordoffice@warwickshire.gov.uk)

**Object to processing** - contact us by email at: [recordoffice@warwickshire.gov.uk](mailto:recordoffice@warwickshire.gov.uk)

**Your rights and further information**

See [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) for further information on how we process your information including contact details.