

Request for Access to Personal Data or records which are not otherwise normally open for public inspection – Privacy Notice

**Name of Organisation: Warwickshire County Record Office**

**Last updated: March 2018**

The following privacy notice applies when we collect your information to process your request for access to records containing personal data or records which are not otherwise normally open for public inspection.

**Purpose for processing and legal basis:**

We will use your information to process your request for access to our collections and as a record of that access in case of a complaint of breach of data protection or other relevant legislation. We are processing your information to fulfil our legal obligations.

**Personal information collected:**

- Name
- Address
- Carn Number
- Details of Research
- Documents accessed

**We may share your information with:**

We may share your details with the depositor/owner of the relevant records where appropriate.

**How long we will hold your information:**

6 years

**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](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.