

The Agency for Legal Deposit Libraries (ALDL) collects and processes data for some aspects of our activities and services.

On this page we explain:

- Why and how we collect and process personal data
- Your rights in relation to your personal data
- Details of the third parties we share personal data with
- How to complain about our processing of personal data

Our privacy notices provide specific information about some of the different ways we may process your personal data. For example, the notices explain how long this data is retained and whether this data is shared with any third parties. It is likely that only one or a few of these purposes will apply to you and your personal data. Privacy considerations may vary according to the different purposes. If you are not sure which purposes apply to you, please [contact us](#).

### Your personal data rights

In our privacy notices we split these rights into two categories; three **core** rights which normally apply to all processing activities, and four **additional** rights which only apply in specific circumstances depending on the lawful basis for us processing your data. These lawful bases are defined in the legal basis for processing data section. Our privacy notices detail all of your rights in relation to each specific data processing activity undertaken by the Library.

#### Your core rights

Subject to relevant conditions, the core rights normally apply to **all** data processing activities we undertake.

- The right of **access**: you have the right to know whether we are processing any of your personal data. If we are, you have the right to access the data and certain information, such as why we are processing the data.
- The right of **rectification**: you have the right to ensure that we correct inaccuracies in your personal data that we are processing.
- The right to **restrict processing**: in certain situations you have the right to ensure that we restrict our processing of your personal data. For example, if you contest the accuracy of the data you may request that we restrict our processing of that data while we verify its accuracy.

[Contact us](#) to exercise your rights in relation to your personal data.

For further information about your core rights see the guidance from the [UK Information Commissioner's Office](#).

#### Your additional rights

Your additional rights, which apply under specific circumstances are:

- The right to **withdraw consent**: you have the right at any time to withdraw your consent for us to process your personal data. This right only applies in situations where our processing of your personal data is based on your **explicit consent** (for example, this right does not apply in situations where we are processing your personal data in accordance with a task carried out in the public interest).
- The right of **erasure**: (the 'right to be forgotten'): in certain situations you have the right to ensure that we erase your personal data. For example, you may request that we erase your personal data if it is no longer necessary in relation to the purpose for which it was collected or processed.

- The right of **data portability**: in certain situations you have the right to receive personal data that you provided to us in a structured, commonly used and machine-readable format.
- The right to **object**: in certain situations you have the right to object to our processing of your personal data and we are normally obliged to stop processing your data when requested. This right includes the right to object to our processing of your personal data for the purposes of profiling and direct marketing, as well as for research in some cases.

[Contact us](#) to exercise your rights in relation to your personal data.

For further information about your additional rights see the guidance from the [UK Information Commissioner's Office](#).

### Legal basis for processing data

We must have a lawful basis for processing your personal data, as set out in the General Data Protection Regulation. There are six available lawful bases for processing, at least one of which must apply.

- **Consent**: you have given clear consent for us to process your personal data for a specific purpose.
- **Contract**: the processing is necessary for a contract you have with us, or you have asked us to take steps before entering into a contract
- **Legal obligation**: the processing is necessary for us to comply with the law.
- **Vital interests**: the processing is necessary to protect someone's life.
- **Public task**: the processing is necessary for us to perform a task in the public interest or for our official functions.
- **Legitimate interests**: the processing is necessary for our legitimate interests.

For further information about the lawful bases see the guidance from the [UK Information Commissioner's Office](#).

### Privacy notices

The Agency for Legal Deposit Libraries (ALDL) collects and processes personal data for a number of purposes.

These purposes are listed below.

You can follow the links to read the privacy notice for each purpose. Each notice provides information about our processing of personal data for the stated purpose, the retention of the data, as well as your associated rights.

Since our functions and activities change, we may add to or edit this list of purposes. We may also add to or edit the information in the notices in the event of change, for example, if we change which third party we are sharing personal data with. We will publish the most up to date information on this page.

- **CCTV**
- **Collections**
- **Contact preferences**
- **Employment**
- **Enquiries**
- **Legal compliance**
- **Safety**

### **How to complain**

You [contact us](#) to make a complaint about data protection. You have the right to make a complaint directly to the [UK Information Commissioner's Office](#) (ICO), which is the data protection supervisory authority in the UK.

If you wish, you do not need to make a complaint to us before making a complaint to the ICO; you may make an initial complaint directly to the ICO.

## CCTV

This page clarifies how we process personal data collected in our use of CCTV. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: CCTV</b>  |  |
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| <b>Explanation of the purpose</b>                               | The ALDL operates CCTV at our facilities for the purposes of maintaining the security of property and premises and for preventing and investigating crime. CCTV may also be used to monitor staff when carrying out work duties.                     |
| <b>Legal basis</b>  | Processing of this data is necessary to protect the vital interests of the data subject or another person; for compliance with legal obligations; and for the performance of tasks carried out in the public interest or for our official functions. |
| <b>Types of personal information</b>                            | CCTV captures visual images of persons in or around our buildings and facilities.  |
| <b>Source of personal information</b>                           | This personal data is collected through the CCTV cameras operated by the ALDL and not from a publicly available source.  |
| <b>Recipients of the data</b>                                   | This data will only be processed by the ALDL for this purpose.<br><br>In certain circumstances we may be required to disclose CCTV images to certain bodies of authority, such as the police and emergency services.                                 |
| <b>Retention period</b>   | We process CCTV footage for 14 days after the date of capture, although we may process footage for a longer period, for example if the footage is relevant to an investigation.  |
| <b>Your rights in relation to this data</b>                     | Your <b>core rights</b> as a data subject apply to this processing.  |
| <b>Will the data be transferred to third parties?</b>           | No, except to the extent that we are required to share this data with certain bodies of authority, such as the police and emergency services.  |
| <b>Will the data be transferred outside the European Union?</b> | No.  |
| <b>Will the data be used in automated decision-making?</b>      | No.  |

## Collections

This page clarifies how we process personal data held in our collections. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Collections</b>  |  |
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| <b>Explanation of the purpose</b>  | We process any personal data held in the collection items (for example, published books) that we process on behalf of the legal deposit libraries.   |
| <b>Legal basis</b>   | The processing of this data is necessary for the performance of a task carried out in the public interest or for our official functions.   |
| <b>Types of personal information</b>   | We process a wide range of personal data for this purpose. We process all types of personal data that are included within items in these collection materials.   |
| <b>Source of personal information</b>  | We obtain this data from publishers of the works that we process.  |
| <b>Recipients of the data</b>  | This data will be processed by the ALDL for this purpose and certain data may be sent to third parties (see 'Will the data be transferred to third parties?').   |
| <b>Retention period</b>  | We retain these collection materials for a short period, before works are passed to the individual legal deposit libraries. We may dispose of items from the collections as required.  |
| <b>Your rights in relation to this data</b>  | Your <b>core rights</b> as a data subject apply to this processing. <b>Additionally</b> , the right of <b>objection</b> applies to processing carried out for the performance of tasks carried out in the public interest or for our official functions. |
| <b>Will the data be transferred to third parties?</b>  | Data is transferred or made available to third parties for this purpose.<br><br>Data within these items is transferred when we pass collection items to the legal deposit libraries  |
| <b>Will the data be transferred outside the European Union?</b>                                      | No.  |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | It may be obligatory to supply data for this purpose if data are included within a publication that the legal deposit libraries have a legal right to claim under the <a href="#">Legal Deposit Libraries Act 2003</a> .                                 |
| <b>Will the data be used in automated decision-making?</b>   | No.  |

## Contact preferences

This page clarifies how we process your personal data when you inform us about your contact preferences. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Your contact preferences</b>   |   |
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| <b>Explanation of the purpose</b>  | <p>If you ask us not to contact you or otherwise to alter or stop processing your personal data in relation to certain activities, we need to record this in order to ensure that your request, such as the desire not to receive further communications, is upheld.</p> <p>We will retain minimal personal data on a 'non-contact list' or other 'processing restrictions' list only for the purpose of restricting communications and processing.</p> |
| <b>Legal basis</b>   | We will only process your personal data for this purpose if you give us <b>consent</b> to do so.  |
| <b>Recipients of the data</b>  | This data will be processed by the ALDL for this purpose and certain data will be sent to third parties (see 'Will the data be transferred to third parties?').   |
| <b>Retention period</b>  | We process this data until you tell us that you no longer wish for us to retain this data or until it is no longer required for this purpose.   |
| <b>Your rights in relation to this data</b>  | Your <b>core rights</b> as a data subject apply to this processing. <b>Additionally</b> , you have the right to <b>withdraw your consent</b> at any time and the rights of <b>erasure</b> and <b>data portability</b> apply to this processing.   |
| <b>Will the data be transferred to third parties?</b>  | Our IT and related services are provided by the National Library of Scotland. Personal data will be processed by the Library and its processors for this purpose. For more information see the <a href="#">Library's privacy policy</a> .   |
| <b>Will the data be transferred outside the European Union?</b>                                      | No.   |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | No, you are not obliged to supply your personal data for this purpose. However, if we are not able to process your personal data to record your contact preferences we may be unable to fully comply with a request you may have made to stop communications or to restrict processing.   |
| <b>Will the data be used in automated decision-making?</b>   | No.   |

## Employment

This page clarifies how we process personal data when people work with or for the Library. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Employees, prospective employees, contractors, and volunteers</b> |  |
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| <b>Explanation of the purpose</b>   | <p>We process the personal data of applicants for employment for the purposes of enabling fair and lawful recruitment.</p> <p>We process the personal data of employees, contractors, volunteers and others who undertake work with or for the ALDL for the purposes of managing employment and other workplace activities, as well as maintaining the safety and security of persons, premises, and goods.</p> <p>When you access our spaces as a contractor we will process your personal data for the purposes of managing safe and secure access to our spaces. See the safety privacy notice for details</p> <p>If an employee asks us to, we may use or transfer their personal data for the purpose of providing them with voluntary employee benefits.</p> |
| <b>Legal basis</b>  | <p>Processing of this data is necessary for performance of a contract or for undertaking steps necessary for entering into a contract.</p> <p>We will only process your personal data for the purpose of voluntary employee benefits if you give us <b>consent</b> to do so.</p>   |
| <b>Recipients of the data</b>   | <p>This data will be processed by the ALDL for this purpose and certain data will be sent to third parties (see 'Will the data be transferred to third parties?').</p>   |
| <b>Retention period</b>   | <p>We process this information in line with our retention schedules.</p> <p>We have a detailed range of retention periods for different types of records, many of which could apply in different situations to information processed for employment reasons. Please see our <a href="#">retention schedules</a> (500 KB; 80 pages) for details, in particular under business classification 06.03.000 'Staff' on page 55.</p> <p>While we are working to implement our retention schedules, some data may be retained longer than required under the schedules.</p>  |
| <b>Your rights in relation to this data</b>                                   | <p>Your <b>core rights</b> as a data subject apply to this processing. <b>Additionally</b>, the right of <b>data portability</b> applies to this processing.</p> <p>For processing that is carried on the basis of consent, you have the right to <b>withdraw your consent</b> at any time and the right of <b>erasure</b> also applies.</p>   |
| <b>Will the data be transferred to third parties?</b>                         | <p>Our employment, finance, IT and related services are provided by the National Library of Scotland. Personal data will be processed by the Library and its processors for this purpose. For more information see the <a href="#">Library's privacy policy</a>.</p>   |

Employment

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| <b>Will the data be transferred outside the European Union?</b>                                      | No.   |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | Yes, the supply of certain categories of personal data must be supplied for these purposes. If you are unable to supply this personal data you may not be able to work or volunteer for or with the ALDL. |
| <b>Will the data be used in automated decision-making?</b>   | No.   |

## Enquiries

This page clarifies how we process personal data you supply us with so that we can respond to enquiries and other communications you make to us. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Responding to enquiries and communications</b>   |  |
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| <b>Explanation of the purpose</b>  | <p>We will process personal details that you provide (such as your contact details) in order to respond to enquiries and other communications you make to us, for example by email.</p> <p>Also, if you choose to send us personal details, for example by post or email, we process this data in the course of assessing, managing or responding to your communication.</p>   |
| <b>Legal basis</b>   | <p>Processing your data is necessary to perform a task carried out in the public interest or for our official functions.</p>   |
| <b>Recipients of the data</b>  | <p>This data will be processed by the ALDL for this purpose and certain data will be sent to third parties (see 'Will the data be transferred to third parties?').</p>   |
| <b>Retention period</b>  | <p>We process enquiry records for five years after the year in which the enquiry was made, at which point we destroy the personal details associated with the enquiry and review the non-personal content of the enquiry for its re-use value.</p> <p>We have a detailed range of retention periods for different types of records, some of which may also apply to information processed in the course of handling enquiries.</p> <p>While we are working to implement our retention schedules, some data may be retained longer than required under the schedules.</p> |
| <b>Your rights in relation to this data</b>  | <p>Your <b>core rights</b> as a data subject apply to this processing. Additionally, the right of <b>objection</b> applies to this processing.</p>   |
| <b>Will the data be transferred to third parties?</b>  | <p>Our IT and related services are provided by the National Library of Scotland. Personal data will be processed by the Library and its processors for this purpose. For more information see the <a href="#">Library's privacy policy</a>.</p>  |
| <b>Will the data be transferred outside the European Union?</b>                                      | <p>This data may be transferred outside the European Union. For more information see the <a href="#">Library's privacy policy</a>.</p>   |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | <p>It is necessary for you to supply us with contact details to ensure we can respond to your enquiries.</p> <p>If you are unable to supply this data or you do not wish us to process your data for these purposes we will not be able to send a response to your enquiry.</p>  |

Enquiries

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| <b>Will the data be used in automated decision-making?</b> | No. |
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## Compliance

This page clarifies how we process personal data in order to comply with legal or regulatory requirements. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Legal and regulatory compliance</b>       |   |
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| <b>Explanation of the purpose</b>                     | We may process personal data that you provide to us or that we obtain from other sources in order to comply with legal or regulatory requirements. For example, information may be used for the National Fraud Initiative (NFI), a counter-fraud exercise led by Audit Scotland (See the National Library of Scotland's <a href="#">Suppliers' data</a> page).  |
| <b>Legal basis</b>                                    | Processing of this data is necessary for compliance with legal obligations or for the performance of tasks carried out in the public interest or for our official functions.  |
| <b>Types of personal information</b>                  | The types of personal data that we and process for this purpose varies depending on the nature of the processing, in particular the nature of the specific legal or regulatory obligation. It is most likely that we will process data such as your name, your contact details, your address, details of your employment with us (if applicable), or details of your registration with us (if applicable) for this purpose.             |
| <b>Sources of personal information</b>                | <p>We may obtain data for this purpose directly from you or from third parties. We may also already hold the data that we need to process for this purpose.</p> <p>If we process data for this purpose which has been obtained from third parties, this data has usually been collected from publicly available sources. Occasionally, however, we may collect data for this purpose from sources which are not publicly available.</p> |
| <b>Recipients of the data</b>                         | This data will be processed by the ALDL for this purpose and certain data will be sent to third parties (see 'Will the data be transferred to third parties?').   |
| <b>Retention period</b>                               | <p>We will normally process data for the purpose of complying with legal and regulatory requirements for as long as we are required to do so.</p> <p>To meet legal or regulatory obligations, we may be required to process data for longer periods, for example if information is required for legal claims or judicial activities.</p>  |
| <b>Your rights in relation to this data</b>           | Your <b>core rights</b> as a data subject apply to this processing. <b>Additionally</b> , the right of <b>objection</b> applies to processing carried out for the performance of tasks carried out in the public interest or for our official functions.  |
| <b>Will the data be transferred to third parties?</b> | <p>Data may be transferred to third parties for this purpose.</p> <p>Our finance, employment, IT and related services are provided by the National Library of Scotland. Personal data will be processed by the Library and its processors for this purpose. For more information see</p>  |

## Compliance

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|  | the <a href="#">Library's privacy policy</a> .  |
| <b>Will the data be transferred outside the European Union?</b>                                      | No.   |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | It may be obligatory to supply data for this purpose, depending on the situation. If you do not supply data for this purpose, it may be that we are unable to meet certain legal or regulatory requirements. We may also be unable to provide certain services or meet certain obligations. |
| <b>Will the data be used in automated decision-making?</b>   | No.   |

This page clarifies how we process personal data for the purposes of maintaining safety and security and for dealing with emergencies. It also explains your associated rights. Please read our general privacy information in addition to the specific information contained in this privacy notice.

| <b>Purpose: Safety, security and emergencies</b> |  |
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| <b>Explanation of the purpose</b>                | <p>We may process personal data that you provide to us or that we obtain from other sources for the purposes of the safety and security of people and property. We may also process data for the purposes of preventing, managing or responding to emergencies.</p> <p>We collect and process personal data when you need to access our spaces (for example, our office spaces) as a visitor or contractor. When you access our spaces as a contractor we will also process your personal data for the purposes of managing relevant activities. See the employment privacy notice for details.</p>  |
| <b>Legal basis</b>                               | <p>Processing of this data is necessary for compliance with legal obligations and at times to protect the vital interests of the data subject or another person. It may also be necessary in some cases for the performance of tasks carried out in the public interest or for our official functions.</p> <p>Personal data processed for the purposes of managing contractor access to our sites is necessary for the performance of a contract.</p>  |
| <b>Types of personal information</b>             | <p>The types of personal data that we process for this purpose may vary. The data that we process for this purpose will be determined by the specific nature of the situation, such as the type of security we aim to provide or the nature of an emergency. We are likely to process data such as your image, your name, or your contact details for this purpose.</p> <p>The types of personal data we process for the purposes of managing visitor and contractor access to our non-public spaces includes your image, your name, and, if applicable, your company details and confirmation that you have passed relevant disclosure checks</p> |
| <b>Sources of personal information</b>           | <p>We may obtain data for this purpose directly from you and from third parties. We may also already hold the data that we need to process for this purpose.</p> <p>If we process data for this purpose which has been obtained from third parties, this data has usually been collected from publicly available sources. Occasionally, however, we may collect data for this purpose from sources which are not publicly available.</p> <p>When you access our non-public spaces as a visitor or contractor we normally obtain this data from you directly.</p>   |
| <b>Recipients of the data</b>                    | <p>This data will be processed by the ALDL for this purpose and data may be sent to third parties (see 'Will the data be transferred to third parties?').</p>  |
| <b>Retention period</b>                          | <p>We will normally process data for this purpose for as long as we are required to do so or for as long as necessary for the particular purpose</p>   |

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|  | (for example, while responding to an emergency).   |
| <b>Your rights in relation to this data</b>  | Your <b>core rights</b> as a data subject apply to this processing. <b>Additionally</b> , the right of <b>objection</b> applies to processing carried out for the performance of tasks carried out in the public interest or for our official functions, the right of <b>erasure</b> applies to processing carried out in an individual's vital interests, and the right of <b>data portability</b> applies to processing carried out for the performance of a contract. |
| <b>Will the data be transferred to third parties?</b>  | Data may be transferred to third parties for this purpose, for example the emergency services.<br><br>Our IT and related services are provided by the National Library of Scotland. Personal data will be processed by the Library and its processors for this purpose. For more information see the <a href="#">Library's privacy policy</a> .  |
| <b>Will the data be transferred outside the European Union?</b>                                      | No.  |
| <b>Is it obligatory to supply this data and what are the consequences of not supplying the data?</b> | It may be obligatory to supply data for this purpose, depending on the situation. If you do not supply data for this purpose, it may be that we are unable to ensure safety and security or manage incidents or emergencies. We may also be unable to provide certain services or meet certain obligations and we will be unable to allow you to access our spaces as a visitor or contractor.   |
| <b>Will the data be used in automated decision-making?</b>   | No.  |