

RELIGIOUS RESOURCES CENTRE – DATA PROTECTION POLICY

Under new data protection regulations, we need your informed, explicit consent to our use of personal data about you.

We will only use this data within the RRC, though your data may be accessed by the separate organisations that provide our IT support, and our computerised library management system (Heritage Circa). We can provide you with information about these organisations on request. The RRC is independent from the Newcastle and Durham Anglican Dioceses, and we will not share your data with them.

As well as the contact details you provide, our systems generate additional data, e.g., on items you have borrowed, when you took them out, when you returned them, etc.

Within the RRC, your data will only be used:

1. To enable us to contact you, e.g. about overdue loan items.
2. To help us gather data for use within the RRC, e.g. to inform decisions about acquiring new stock.
3. To compile anonymised statistics to share with our funders and other partner organisations.
4. To monitor use of our online catalogue and other online resources, including forums.
5. For staff training purposes within the RRC.

We will not supply your personal information to any other external organisations without your prior consent. This policy does not apply to any use you may make of the RRC's Facebook, Twitter or other social media presence, or communications via e-mail or our online forums etc.

Under the new regulations, you have the right:

1. To withdraw your consent to our use of your data, and to have us delete your records from our system.
2. To complain to us about our use of your data – by law we must respond adequately to your complaint.
3. To complain about our use of your data to the UK Information Commissioner's Office.
4. To inspect all the data we have on you, and to suggest additions, changes and deletions as appropriate.