

St. Helens Archive Service

Privacy Policy

1. Who will own my data?

St Helens Archive Service, part of St Helens Library Service is a section within St. Helens Council. The Council is the data controller for the personal information collected from you.

2. Why do you need my information?

Personal information is collected to deliver the Archive Service and is required to ensure the collections are secure and accessible.

Your information is collected when you:

- Visit the Search Room
- Contact the Archive Service by email, letter or telephone
- Visit the websites
- Use the social media channels
- Fill in a Feedback Form
- Apply for a volunteering role
- Sign up to receive future information
- Sign up to attend an event or training session
- Add to the collections by depositing Archives
- Place an order for copies, publications or research services

The data that is collected includes:

- Information about you, this could include your name, contact details or biographical details such as date of birth, family details, employment history, if you have supplied this as part of an enquiry.
- The IP address that you accessed any of the online services from allows the Archive Service to use Google analytics to understand and improve websites.

3. What legislation allows you to use my information?

St Helens Archive Service delivers access to the collections for information, learning and enjoyment and to make sure Archives are preserved for future generations

The legislation, policies and guidance that allows this includes but is not limited to:

- General Data Protection Legislation Article 6; Part E
- General Data Protection Legislation Article 6; Part X
- Equality Act 2005

- Local Government (Records) Act 1962
- Local Government Act 1972
- Public Records Acts 1958 and 1967
- Parochial Registers and Records Measure, 1978 (amended 1992)

Your information is collected if:

- You visit the Search Room, your name and postcode is collected and verified in order for you to access unique and irreplaceable Archive documents
- You enter into a deposit agreement by adding to the Archive collections; or, to allow St Helens Archive Service to fulfil an order for one of the paid services for you.

4. Who will my information be shared with?

St Helens Archive Service will not share your information for marketing or service information purposes with companies outside of St. Helens Council.

Third parties will not have access to personal information collected unless the law allows them to do so.

5. How long is my information kept?

When you contact us by email, letter, phone or web form:

- Details of business transactions are retained usually for no longer than 7 years.
- Details of donors and depositors of Archives are retained permanently

When you visit the Search Room and order documents:

- Details are retained of documents you have consulted for 10 years for security, copyright and data protection reasons.

When you sign up to receive more information:

- Details are retained until you unsubscribe from the email newsletter

When you take part in feedback

- Details are used for the purposes you have given them (e.g. to provide more detailed feedback) but not usually for more than 2 years.

When you apply to be a volunteer:

- Personal information about unsuccessful candidates will be held for 6 months unless you have asked for this to be destroyed earlier or you have consented in writing to its longer retention.
- Personal information about successful volunteers will be held for the duration of volunteering and for 6 months afterwards, after which it will be destroyed.

6. Access to your information and correction

You have the right to request a copy of the information that is held about you. If you would like a copy of some, or all of your personal information, please email or write to St Helens Archive Service. There may be a small administration charge for this service.

You may be asked to update your personal information to ensure it is accurate and up to date. You may ask that information is corrected or removed if you think it is inaccurate.

You have the right to withdraw your consent to the Council processing your information. Please email or write to St Helens Archive Service to do this. Please be aware that there may be some situations where your information can be used, even when you have withdrawn consent.

7. Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. This information is used to track visitor use of the catalogue and to compile statistical reports on website activity. For further information about cookies please visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, if you do this, in a few cases some of the catalogue features may not function as a result.

8. Other websites

The catalogue contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

9. How to contact us or complain

Please contact the service if you have any questions about the privacy policy or information that is held about you: St Helens Archive Service, The Gamble Building, Victoria Square, St. Helens, WA10 1DY. Email: Archives@sthelens.gov.uk, Tel: 01744 671748

St. Helens Council has a Data Protection Officer with overall responsibility for data protection in the Council, acting in an independent manner in line with legislation. The Council's Data Protection Officer can be contacted at dataprotection@sthelens.gov.uk.

More information about St. Helens Council's Data Protection and Freedom of Information processes can be found on the Council's website

<https://www.sthelens.gov.uk/council/data-protection-freedom-of-information/data-protection/>

The Information Commissioner's Office (ICO) upholds information rights in the public interest, promoting openness by public bodies and data privacy for individuals. If you have concerns about an organisation's information rights practices, report it to the ICO on 0303 123 1113.

10. Review

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