

## Privacy Notice for Digitisation Strategy for Shetland Museum's Recognised Textile Collection Project (Questionnaire)

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### Your Personal Data

The University of Glasgow will be what is known as the 'Data Controller' of your personal data processed in relation to The *Digitisation Strategy for Shetland Museum's Recognised Textile Collection Project*. This privacy notice will explain how the University of Glasgow will process your personal data.

### Why we need it

We are collecting your personal data (gender, age range, first part of post code) for the purposes of research. The data is collected in a questionnaire. This data will only be used in the ways which are specifically detailed and consented to in the Participant Agreement form and in this Privacy Notice. We will only collect data that we need in order to fulfil and oversee this research.

### Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is '*Public task*'.

### What we do with it and who we share it with

All the personal data you provide is processed by the University of Glasgow in the United Kingdom. Aggregated data will be shared with the project partner, Shetland Museum and Archives. We will not provide your personal information to any third-party individual, government agency, or company at any time unless compelled to do so by law. The questionnaire is anonymous, and participants will be only identified by a unique code or standardised description (for example museum worker, academic researcher, designer, etc). Your gender, age range and first part of your post code will be used for statistical purposes only (for example, understanding the geographical spread of respondents).

The University retains the right to edit any comments/testimonials for the purposes of correcting grammatical, spelling, punctuation and formatting purposes without altering the viewpoint and nature of the original text.

### How long do we keep it?

Your data will be retained by the University of Glasgow until 31<sup>st</sup> January 2020 (one year from the project start date). After this time, data will be securely deleted. The University has a series of technical and organisational measures in place to ensure that your personal data is protected and safeguarded until it is deleted.

### What are your rights?\*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

*If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).*

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>

**Contact details**

If you have any questions relating to this privacy notice or the way we are planning to use your information please contact Roslyn Chapman [[roslyn.chapman@glasgow.ac.uk](mailto:roslyn.chapman@glasgow.ac.uk)]

I consent to the University of Glasgow processing my personal data for the purposes detailed above and in the accompanying Participant Agreement form.

I have read and understand how my personal data will be used.

Signed:

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Date:

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