



Privacy statement for users of Lucy Cavendish College

Library

This statement explains how the College ('we' and 'our') handles and uses information we collect about users of Lucy Cavendish College Library ('you' and 'your').

The controller for your personal information is Lucy Cavendish College, Lady Margaret Road, Cambridge, CB3 0BU. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk].

OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar, Lesley Thompson (dataprotection@lucy-cav.cam.ac.uk).

The legal basis for processing your personal data is that it is necessary in order for you to use Lucy Cavendish College Library and any services associated with it.

How we use your personal information

We use your personal information to keep membership records to provide you with access to the library and its services, and to contact you with information about your library use and the services which the Library offers.

We use your personal information in order to deliver our contractual obligations to you as a user of our service. Lucy Cavendish College Library uses a shared user management system and database, and as a result your personal information is available to all authorised libraries in the University of Cambridge, the Cambridge Theological Federation, and participating College Libraries.

We also use your personal information to create a user account for you. This enables secure access and provides user functionality through the University Library's Discovery Service, iDiscover.

For more information about how the libraries of the University handle your personal information, and your rights under data protection legislation, please see the University's website and its section on [Information Compliance](#).

Last updated: May 2018

To be reviewed: June 2019

Suzanne Tonkin, Librarian