

Privacy Notice

County Records Office



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why County Records Office processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

North Yorkshire County Record Office provides record keeping services for North Yorkshire County Council and its communities. It collects, preserves and makes accessible historic and current records of significance for the study of North Yorkshire and its people and holds them in trust for the use of present and future generations. It forms part of the Library, Customer and Community Services directorate of the County Council.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

When you use the searchroom at the Record Office, the mandatory information we will collect includes your name, address & postcode. Non-mandatory information we ask for includes your subject of study. If you consult original material, we will collect your name and details of the records consulted.

If we issue you with a County Archives Research Network (CARN) reader ticket we will collect your name, address & postcode on behalf of the Archives & Records Association who administer the national scheme.

If you deposit records with us, we will collect your name, address & postcode. Non-mandatory information we ask for includes your telephone number and email address.

If you volunteer with us, we collect your name, address, postcode, telephone number, email address and age range.

If you join our mailing list, we collect your name, postal address and postcode and/or your email address.

Why do we collect your personal information?

We collect your data to ensure the security and provenance of the documents in our care. On some occasions we may use your personal information to notify you about matters concerning your visit to the Record Office.

We use your anonymised information for statistical analysis and to monitor and improve our services.

Where we have consent, we will send you our newsletter and details of our forthcoming events.

Who do we share this information with?

Information collected when issuing a CARN reader ticket is shared with the national database maintained by the Archives & Records Association, Taunton, Somerset.

We do not share information with any other third parties.

How long do we keep your information for?

Data held	Retention period
Reader registration cards	70 years
Searchroom usage	6 years
Volunteer application forms and agreements	6 years (from end of volunteer working)
Mailing list email/postal address	For as long as we have consent
CARN ticket registration	4 years from issue

The records that we hold at the County Record Office have their own retention period, based on legislative or corporate requirements, or may be exempt from having a retention period if held for historical purposes.

What is our lawful basis for processing your information?

The County Record Office processes your personal data as is necessary for the performance of a task carried out in the public interest i.e maintaining the security and provenance of records.

Where we hold your details on a mailing list this is done based on your consent.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).