**PRIVACY AND COOKIES NOTICE TEMPLATE**

Privacy and cookies

Privacy notice for **imagelibrary.leeds.ac.uk**

This privacy notice has been updated in line with the General Data Protection Regulation.

**1. Purpose of this Notice**

This Notice tells you how the University of Leeds (University) is a “controller” of this personal data for the purposes of the data protection legislation.
It is important that you read this Notice together with any other privacy notice we provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.  This Notice supplements the other notices and is not intended to override them.

**2. Changes to this Notice**

We keep the information provided in this Notice under review. This Notice may be updated from time to time. If we make any substantial updates, we will draw these to your attention.

We will not use your personal data in any manner that is incompatible with the purpose for which the data were collected originally, unless we have obtained your consent to that additional use.

**3. Anything you are not clear about**

If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.
The Data Protection Officer's contact details are provided at the end of this Notice.

**4. Purpose of processing your data**

Where we request personal data from you on our website you will be informed at that time of the purpose for which the data will be processed and how it will be processed, its legal basis for processing as well as any transfers to third parties.

**5. Purpose of processing - automated collection of personal information**

When you log into the Image Library certain information will be automatically recorded by the University. This includes:

* Your user name
* your IP address at the time
* browser type
* potentially the address of the page you last visited

This data is used to process image requests. This data may be used to aid detection in the event of a security breach. The legal basis for this processing is necessity to pursue our legitimate interests to keep our website secure.

**6. Third-party access**

Your personal data that you have provided will not routinely be sent to third parties (unless notified - see 4. above).

**7. Data retention**

The University’s policies on retaining data are detailed in our [data retention policy](http://www.leeds.ac.uk/secretariat/documents/retention_policies.pdf).

In other cases, for example, if you subscribe to news or events, any retention of data will be made clear at the point of collection.

The Image Library uses third party software hosted at Leeds. View their [Privacy Policy.](https://imagelibrary.leeds.ac.uk/asset-bank/action/viewPrivacy)

**8. Cookies**

Cookies are small text files that are placed on your device by websites that you visit.

We use cookies for the following purposes:

* Essential: To help our website function
* User tracking: Track how our website is used and help us make improvements

**Manage your cookies and privacy**

The Image Library uses [essential cookies](https://support.assetbank.co.uk/hc/en-gb/articles/115005118767-Cookies-used-by-Asset-Bank). You can also manage your privacy settings, including cookies, through your browser settings.

Further information about cookies can be found on the [Information Commissioner's Office website](https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies).

**9. Your duty to inform us of changes**

It is important that the personal data the University holds about you is accurate and current. Please keep us informed if the personal data you have provided to us needs to be updated.

[Contact us](http://www.leeds.ac.uk/info/5000/about/196/contact_us).

**10. Your rights as a data subject**

Under the GDPR, in certain circumstances, you have the right to:

* withdraw your consent to our processing of your personal data where that is the legal basis for such processing
* access any of your personal data which we hold
* have your personal data which we hold corrected if it is inaccurate
* have any of your personal data which we hold erased
* restrict the ways in which we process your personal data
* object to our processing of your personal data
* receive a copy of any of your personal data which we hold in a structured and commonly used machine-readable format
* in certain cases not be subject to a decision based solely on automated decision making
* lodge a complaint with a supervisory authority

**11. Queries and complaints**

If you have any queries or concerns relating to this privacy notice or the way your data is being processed through this website then please contact the University’s Data Protection Officer, Alice Temple on dpo@leeds.ac.uk or by post to University of Leeds, 11.72 EC Stoner Building, Leeds LS2 9JT, UK.
The University’s main telephone number is +44 (0) 113 2431751.

The UK’s regulator for the DPA and GDPR is the Information Commissioner’s Office (ICO). The University is registered as a Data Controller with the ICO

Should you be dissatisfied with our handling of your concerns you have the right to complain to a supervisory authority. In the case of the UK this is the Information Commissioner’s Office and details can be found at [https://ico.org.uk.](https://ico.org.uk/)