



# EMMANUEL COLLEGE

## How we use your personal information

### *Users of the College Library*

This statement explains how the College handles and uses information we collect about Library users.

The controller for your personal information is Emmanuel College. The person responsible for data protection, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Dr Mike Gross, [bursar@emma.cam.ac.uk](mailto:bursar@emma.cam.ac.uk)

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

#### **How your data is used by the College**

We use your personal information to keep membership records which 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 also use your personal information to create a user account for you.

We use your personal information in order to deliver our obligations to you as a user of our service. The Library regulations are available from the College's website. The data held by the College is not shared outside of the College.