



CLARE COLLEGE  
UNIVERSITY OF CAMBRIDGE

---

## Privacy Statement

### How we use your personal information

#### *Non-Cambridge staff/students and members of the public who use the Forbes Mellon Library*

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

The controller for your personal information is Clare College, Trinity Lane, Cambridge, CB2 1TL. The person 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 information, is the Assistant Bursar, Miss Emma Easterbrook, [dataprotection@clare.cam.ac.uk](mailto:dataprotection@clare.cam.ac.uk)

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

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

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. The [Library Regulations](#) are available from the College's website. The Library and its affiliated libraries use 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](#).

For the sake of completeness University staff and current students of the University are covered by the University's main privacy notices. Members of the College are covered by the data-sharing agreement with the University.

**Last up-dated by Mrs Catherine Reid  
Forbes Mellon Librarian  
January 2018**