



Full processing statement for permanent collection management systems

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of.

This processing statement explains what data the Library, archive and museums services (LAMS) team hold about you in our archive, museum and permanent print collection management systems, why we hold it, how we protect it and how you can access your rights.

What we do with your data

We collect and retain biographical information on current fellows. Upon notification of a fellow's death, this information is used to contact next of kin in order to identify a suitable author for the notice. We collect and retain contact information on past owners, donors, sellers, borrowers and lenders. We collect oral history recordings from members, outlining their lives and careers. In addition, contact information is collected and retained on all research visitors and picture library service users. This enables LAMS to retain full records of ownership and use of permanent collection items.

Why we need to collect and use your data

Under legitimate interest as a legal basis, information on current fellows' lives and careers is collected and retained to deliver a summary biographical notice on our [Lives of the Fellows](#) series, after death.

Information on past owners, donors, sellers, borrowers and lenders is retained in order to maintain full ownership and use records on permanent collection items. This is essential in terms of demonstrating authenticity and preserving collections. Oral history recordings are a rich resource for the recent history of public health, and are necessary to inform future study on the history of medicine. Information on research visitors is necessary to ensure appropriate access and security for collection items.

Under a contract legal basis, information on picture library users is necessary to confirm copyright ownership and licensing arrangements.

Who we share your data with outside the RCP

Information on deceased fellows is shared with authors, to produce summary biographical notices on the Lives of the Fellows service. Information on past owners, donors, sellers, borrowers and lenders will be shared with Insurance providers to ensure adequate cover for collection items. Information will also be shared with borrowers, lenders and conservators, as appropriate, to manage collection items to professional standards. Information on past owners and sellers is sometimes shared with research visitors to facilitate their study of the collections. Oral history recordings are published on the library catalogue and freely available, although closure periods to ensure confidentiality may be applied.

How long we keep your data and why



Information on Lives of the Fellows authors is retained until the biographical notice is published online and 1 year thereafter in case of amendments. However, authors may have other records as members, fellows or service users and these are unaffected.

Information on past owners, donors, sellers, borrowers and lenders will be retained permanently to demonstrate the provenance of the collection and to enable historical research.

Information in the oral history recordings will be retained permanently to enable historical research.

Information on research visitors will be retained permanently to record usage for historical research and to comply with security requirements. Information on picture library users will be retained for 6 years to evidence compliance with copyright legislation.

Information on past owners, donors, sellers, borrowers, lenders of items which are reviewed for inclusion to the collection, but which are not acquired, or items which are removed from the permanent collections, will be deleted once the formal decision is made.

Where we got your data from, if not you

If you contacted another department, e.g. membership, to inform the RCP of a deceased fellow, your data will be forwarded to LAMS to deliver the Lives of the Fellows service. If an item is transferred to the RCP collections from another collection, or private owner, data relating to provenance and to the object's history will be passed to us alongside the item.

Your rights:

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please contact the [data protection officer](#).

Information on past owners, donors, sellers, borrowers, lenders, research visitors and service users is necessary for core collection management activities, copyright and as part of the permanent historical record. Information on living people which is included as an integral part of collection items is part of the permanent historical record. This data will not be deleted from our systems.

You do have the right to restrict the use of your data (Article 18), stop your data being used (Article 21), or have data deleted (Article 17) under certain circumstances. Information on current fellows will be deleted, on request, although this will mean that no future biographical summary will be published. For more information please contact the [data protection officer](#).

Who to contact at the RCP and how to complain

Contact the [data protection officer](#) if you have queries or concerns about the above.

If you are not satisfied with the service provided by the RCP, you have the right to complain to us or the UK regulator, the Information Commissioner. See their [website](#) for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.