



# Full processing statement for RCP Athens accounts

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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 RCP Library team hold about you in our Athens administration account, why we hold it, how we protect it and what your rights to access are.

## **What we do with your data**

The RCP Library team maintains your email address and RCP code number within the OpenAthens system hosted by Eduserv.

## **Why we need to collect and use your data**

The RCP Library team maintains information about you in order to provide you with an RCP Athens account. This account allows you to access resources from the library's collection of online e-resources. This service forms part of the RCP membership benefits package. We collect data of how frequently accounts are used for service usage monitoring purposes. We may contact you as an account holder to inform you of new resources or finding aids that are available to you through your account.

## **Who we share your data with outside the RCP**

We do not share your data outside of the RCP.

## **How we protect your data outside the territories covered by the GDPR**

All information managed by the RCP Library team is held and used within the UK.

## **How long we keep your data and why**

If you have not activated your RCP Athens account, the account and your details will be deleted within three months of the account being created.

Your details are retained until three months after your account is deactivated. We routinely deactivate the accounts of members who no longer subscribe to the RCP and staff who leave RCP employment. We will deactivate accounts on request.

We retain your username, which includes your RCP code, for up to two years after deactivation for resource usage monitoring purposes.

## **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](#).

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. Although this may mean we are unable to



provide you with an interlibrary loans service. 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 way your data is handled by the RCP you have the right to complain to the RCP [data protection officer](#) 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.