University of Sheffield | University Library

The University of Sheffield Library Privacy Notice

Name & contact details of organisation

The University of Sheffield is a registered data controller with the Information Commission's Office.
The registered address is:-
The University of Sheffield,
Western Bank,
Sheffield,
S10 2TN.

Name & contact details of Data Protection Officer

Luke Thompson, Head of Data Protection and Legal Services
Telephone: +44 114 22 21117
e-mail: luke.thompson@sheffield.ac.uk

The type of personal information we collect

We currently collect and process the following information:-

Data types
Basic personal identifiers & contact details • Name • Postal address • Email address • Telephone number • Photograph • ORCID identifier
From UCAS data • See the UCAS Privacy Policy for different categories and types of data that may be collected by UCAS and shared with the University. This may include Special Category data or potentially sensitive data such as:- • Monitoring data, for example ethnic origin, religion (Special Category)

• Health data (disability status) (Special Category) • Free School Meals & contextual admissions data
User status & affiliation • Type of membership • Student / non-student category / status • Programme of study
Institutional • University Ucard number (Student / Staff) • Registration or personnel number • Apprenticeship unique learner number • Username • School / Department • Working pattern • Job grade & title
Library usage & transaction data • Borrowing history • Requests • Reservations • Room/equipment bookings • Payments • Interactions with particular Library services
Financial • Records of library debts • Replacement costs • Printing credits
Communications and information advice • Records of enquiries • Live chat • Survey responses • Feedback forms
Activity & Network logs • Library access data (timestamps of entry / exit) • IP addresses / device details when accessing Library e-resources

How we get personal information

Most of the personal information we process is provided to us directly:-

- If you register for a place at University via the Universities and Colleges Admissions Service (UCAS) application process.
- If you are a member of staff interacting with the Library.
- If you register as a service user we maintain records and transactions of your interaction with the following Library services.
    - Discovery and access of content and collections
    - Faculty Engagement
    - Scholarly Communications
    - Special Collections, Heritage and Archives
    - Information and advice
    - Learning and Teaching support
    - Business and Digital support services
    - Records Management and University Archive
    - Overall Library management
    - These services support the following specific activities where your personal data may be processed:-
- If you enter and exit Library buildings.

Why we collect it

- To send notifications regarding overdue items or available reservations.
- To provide access to both physical and digital Library collections and resources, including reading lists.
- To facilitate management of items that may have been reserved, requested, borrowed or returned.
- To provide access to third-party digital resource providers (often via single sign-on).
- To enable registration, attendance and participation in Library events including workshops, conferences, exhibitions, visits or lectures.
- To create anonymised data for internal reporting on Library usage and trends.
- To respond to enquiries and provide information about Library services and activities.
- To manage relationships with donors & the rights relating to donated material.
- To manage relationships with collaborators.
- To undertake research and service evaluation to help improve Library activities.
- To undertake volunteering or work placement activities.
- To enable access and exit of Library buildings.

We may share information with the following third parties:-

- With other organisations or third parties hosting or processing requests as a result of interacting with, or applying for, services.

- With other University departments in order to support wellbeing, student engagement and service quality.
- With other University departments to address disciplinary issues or adherence to University Regulations, specifically Regulations relating to the Library and the use of IT facilities.
- With external agencies, for example law enforcement, if there is a statutory or regulatory obligation to do so.

Any personal data shared with third parties will be processed under their own privacy policies.

The University Library does not sell your personal data. The University Library also doesn't undertake automated decision making or profiling based on the data it holds.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:-

- Article 6(1)b - Processing is necessary for the performance of a contract to which the data subject is party.
- Article 6(1)c - Processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6(1)e - Processing is necessary for the performance of a task carried out in the public interest.
- For Special Category personal data:-
    - Article 9(2)(g) (Reasons of Substantial Public Interest)
    - Article 9(2)(j) - Archiving, Scientific and Historical Research or Statistical Purposes
    - DPA 2018 Schedule 1, Part 1, paragraph 4 (Conditions relating to employment, health and research etc)
    - DPA 2018 Schedule 1, Part 2, Paragraph 8 (Equality of opportunity or treatment)

How we store and secure your information

Data is held and secured within University and Library systems. There are technical measures in place to prevent inappropriate access to or sharing of data. There are also University policies, processes and procedures that form a framework of principles, responsibilities and expectations for the handling and processing of personal data. University staff are required to undertake mandatory training to ensure they are aware of these and adhere to them.

The personal data that you provide the University of Sheffield will be held in compliance with our Records Retention Schedule. The dates for the retention of different types of data will depend on the nature of the activity being supported.

Your Data Protection rights

Your right of access to your personal data

You have a right to request a copy of the information that we hold about you. If you would like to request a copy of some or all of your personal data, please contact the University Secretary's Office. We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

Your other rights as a data subject

The UK GDPR provides you, as a data subject, with a number of rights in relation to your personal data. You have the right to withdraw your consent where that is the legal basis of our processing; the right have inaccuracies in the personal data that we hold about you rectified; the right to erasure; the right to request that the processing of your personal data be restricted; the right to object to certain processing activities and to complain to the Information Commissioner's Office about the way we process your personal data.

Who do I contact if I want to know more?

For further information about your right to access information we hold about you, to make a complaint about the way in which we are handling your personal information, or to request to be removed from our systems, please contact the Data Protection Officer at dataprotection@sheffield.ac.uk
If you are not satisfied with our response or wish to raise a complaint with our supervisory body, you may complain to the Information Commissioner’s Office.

The right to lodge a complaint

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@sheffield.ac.uk. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:
Information Commission’s Office
4th Floor, No.3 Circle Square
5 Hawkshaw Street

Manchester
M1 7BL
Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

Document Control

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Summary	The policy sets out how the University Library collects, processes and manages personal data to support its functions, activities and transactions.
Scope	The policy applies to records and data created, processed and held by the University of Sheffield Library
Revision history	Initial document created May 2026