

Personal data policy

The Archive collects personal data in two main ways:

1. Through the Archive User Agreement forms
2. Through the saving of the details of enquiries

The Archive undertakes to keep any personal data held for operational purposes securely and to treat it in accordance with General Data Protection Regulation (GDPR) and Data Protection Act 2018. This information is kept for a maximum of five years after which it will be destroyed securely. Personal data will be used only for administrative, statistical and security purposes.

The Archive follows the Diocese's Data Protection Policy which can be found here: <http://www.rcsouthwark.co.uk/finance.html>