

# Editing Women Archive

## Why your Personal Data is Collected

Teesside University, is the Data Controller.

Your Personal Data is processed for the purpose of the Editing Women in the Archives project, which seeks to support and learn from researchers, academics, educators and other creatives in collectively extending archive-related practice and building new, accessible archives of women's literary and art publications in Pakistan. We will use your data to contact you to follow up on any questions, requests or issues you raise through our Contact Us form, including questions about materials held in our collection, future forums for support / mentoring, and sharing your story on our website.

## How Personal Data is Collected

Personal Data is collected from you when you complete the "Contact Us" form on this site or when you leave a comment on one of our webpages.

## What Personal Data Is Collected

- Your first and second names.
- Your email address.
- Your interest in the project (this may include a work / study affiliation)
- Any comments you submit

## What is the legal basis for processing my personal data?

Teesside University relies primarily on the following legal bases to process information about you for the purposes set out in this notice:

- **Legitimate Interest:** This allows us to process personal data where it is in our, or someone else's, legitimate interests to do so and it does not unduly prejudice your rights and freedoms. We rely on this condition amongst other things to communicate with you about our news, events and other opportunities.
- **Consent:** If you decide to share your story with us we will rely on your consent to process and publish this on our website. Your consent can be withdrawn at any time by contacting [editingwomenarchive@gmail.com](mailto:editingwomenarchive@gmail.com).

### **Who will my personal data be shared with?**

Your personal data will be shared internally for the purposes of managing our relationship with you and / or delivering the services with which you engage.

In certain circumstances your personal data may be shared with external parties for example: with law enforcement or regulatory or professional bodies; if required by our auditors.

Where you have given us consent to do so, we may publish information you have contributed on our website.

### **Transfers of Personal Data outside of the EEA**

In the event that it is necessary to transfer data outside the EEA this is done pursuant to an agreement which ensures that necessary safeguards are in place.

### **Security of Personal Data**

We take technical and organisational measures to protect all of the Personal Data we hold. Only authorised employees and contractors have access to your Personal Data.

### **Personal Data Retention Periods**

We will only retain the Personal Data we hold about you as long as necessary and in accordance with the [University's Retention Policy](#).

### **Your Responsibilities**

The UK GDPR requires that Personal Data is accurate. It is essential that you let the us know if any information you have provided changes. If you fail to update your details, the University cannot take responsibility if any information you require is sent to the wrong address or shared with relevant parties.

## Your Rights

As a data subject you have certain rights:

*Right to complain* You have the right to lodge a complaint with the Information Commissioner's Office details are provided below;

*Right to access personal data:* You can find out what information we hold about you by making a subject access request. The request can be made free of charge, by writing to the Data Protection Officer, details of which are below.

*Right to Erasure (Right to be Forgotten)* You have the right to have the Personal Data we hold about you erased;

*Right to object* You have the right to object at any time to the processing of your Personal Data;

*Right to withdraw Consent* Where consent forms are the basis for processing, you have the right to withdraw your consent to the processing at any time;

*Right to Data Portability* If you request us to we will transmit your Personal Data directly to another organisation;

*Right to Rectification* You have the right to ask us to rectify inaccurate information held about you without undue delay.

These are not unqualified rights and the University may not be able to act on your request in certain circumstances.

### Contact Details of the Data Protection Officer

The Data Protection Officer is contactable at Teesside University, Middlesbrough, Tees Valley, TS13BX, UK. Telephone: +44 (0)1642218121, Email: [dpo@tees.ac.uk](mailto:dpo@tees.ac.uk)

You may contact our Data Protection Officer directly with any queries relating to Data Protection.

### **Name and Address of the Lead Supervisory Authority**

The Lead Supervisory Authority overseeing the Controller is: The Information Commissioner's Office (the ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF, United Kingdom. Tel: +44 (0)3031231113, Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk). Website: <https://ico.org.uk>.

The University is registered with the Information Commissioner's Office (ICO). Our registration reference is Z5567143.

<b>Document Version</b>	01
<b>Publication Date</b>	1 May 2026