**PRIVACY STATEMENT**

**Information about you: how we use it and with whom we share it**

Heritage Collections only uses the personal data you have provided in order to deliver and improve the opportunities and services we provide in a personalised manner, to ensure each individual receives relevant information. The information you provide will be used by the University to:

* Keep you up to date with news and progress regarding opportunities to volunteer or work with Heritage Collections
* Provide you with information on any services you have requested and the promotion of benefits and services
* Ensure we only communicate with you about events, opportunities, or services of interest to you

We are currently using information about you because you have previously indicated your interest to be added to our newsletter mailing list.

We will hold the personal data you provided us for 1 year.  After this period we will send communication to you querying whether you wish to remain on our mailing list.  Alternatively, you can contact us to opt out of the mailing list at any time.

We do not use profiling or automated decision-making processes.  A human decision maker will always be involved before any decision is reached in relation to you.

This Privacy Statement is continued at: [www.edin.ac/privacy](https://www.ed.ac.uk/records-management/notice)

If you have any questions regarding this Privacy Statement, contact us at LAUCVolunteering@ed.ac.uk