

Archives & Special Collections Privacy Policy

Effective Date: November 2023

Introduction

Welcome to the Purdue University Northwest Archives & Special Collections Privacy Policy. This policy outlines how we collect, use, disclose, and protect your personal information when you engage with our archival services. We are committed to maintaining the privacy and confidentiality of your information while providing access to valuable historical resources.

Information We Collect

Personal Information: We may collect personal information such as your name, contact details, and affiliation with the university or external entities.

Usage Information: We gather information about interactions with our collections, including the materials accessed, search queries, and other actions taken on our platforms.

Device Information: We may collect information about the device you use to access our services, including the type of device, operating system, and browser.

How We Use Your Information

Archival Purposes: Your personal information is collected and processed for the purpose of providing access to archival materials and managing our collections.

Communication: We may use your contact information to communicate with you about our services, events, and updates related to archival collections.

Improvement of Services: Information collected may be used to analyze and improve our services, ensuring a better user experience.

Legal Compliance: We may process your information to comply with legal obligations, such as responding to legal requests or preventing fraudulent activities.

Disclosure of Information

Third-Party Service Providers: We may share your information with third-party service providers who assist us in managing and improving our archival services.

Legal Requirements: We may disclose your information if required by law, regulation, or legal process.

Your Choices

You have the right to:

Access and Correct Your Information: You can request access to the personal information we hold about you and request corrections if necessary.

Opt-out of Communications: You can opt-out of receiving non-essential communications from us.

Security Measures

We implement appropriate security measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction.

Retention of Information

We retain your personal information for as long as necessary to fulfill the purposes outlined in this privacy policy, unless a longer retention period is required or permitted by law.

Updates to the Privacy Policy

We may update this privacy policy periodically. Any changes will be effective upon posting, and we will notify you of significant updates.

Contact Us

If you have questions or concerns about this privacy policy, please contact us at libraryarchives@pnw.edu.

Thank you for entrusting your information to the Purdue University Northwest Archives & Special Collections. We appreciate the opportunity to serve you and contribute to the preservation of our shared history.