

Patricia Bowen Library Privacy Policy - May 2018

The purpose of the privacy policy is to inform members of our Library, about how we use your personal information.

How do we use your information?

At Patricia Bowen Library, we are committed to protecting and respecting your privacy. When you fill any library forms, your data will be processed lawfully, fairly and in a transparent manner. When you register as a Library member we will enter your details on our library management systems (LMS). In addition to library staff, the supplier of the LMS can have access to your information, however, as per our LMS licence agreement the supplier store the data on servers based in the UK and will not be transferred outside the EU. This arrangement is governed by a licence agreement (available on request). we undertake necessary actions not to disclose any data without your consent or as permitted by the General Data Protection Regulation (GDPR).

We use your information to register you for Library membership and we use your email address to notify you of relevant services, training, current awareness bulletins and an annual survey to gather information on your experience of using the Library service. This helps us identify ways to improve the service. We will share your information with the organisations that supply and manage our library management systems. We may share your information with another NHS library if you leave the organisation and have outstanding debts or loans. We will process your data in accordance with the Data Protection regulations. You can contact us at any time to request that all, or some, of your personal information be deleted or amended by emailing us at: chelwesr.library.infoservice@nhs.net

Opt out

If you wish, you can opt- out of receiving any communications outside of the book and inter-library loan data necessary for your library membership. Please contact us and we'll update your details.

Retention period

We keep your information on our Library Management System. We will delete the data we hold on you after a maximum 5-year period of inactivity.

Security of your information

We take reasonable measures to ensure the confidentiality and security of personal information.

Accuracy of the information

We periodically (annually) check your details with you to update our LMS to maintain accuracy.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Your continued use of our service after any change in this Privacy Policy will constitute your acceptance of such change, unless you notify us otherwise.

Other systems

If you provide us with data for the purpose of setting up NHS OpenAthens account, that data is governed by the policies of those systems, which are compliant with General Data Protection Regulation (GDPR).

Contact

Please contact us if you have any questions, comments regarding this privacy policy. Our email: chelwest.library.infoservice@nhs.net