

Privacy Notice for Library Service – Library Management System



Nottingham City Council Information Compliance

Service Area: Sports, Culture & Tourism
Directorate: Communities, Environment & Resident Services
PN-0364

04/2024

Nottingham City Libraries are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Collating and storing user information to enable service operations, including the management of the library assets (book stock, CDs, on-line resources etc.), usage statistics and customer account and transaction information.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Full Name
- Date of birth
- Home address / postcode
- Phone number (landline / mobile)
- Signature
- Email

- Guarantor information (name, signature and relationship) for child contact
- Membership start date
- Library transactions:
 - reservation/s
 - loan and borrowing history
 - PC / tablet usage
 - RFID self-serve book issue usage and transactions
- Financial charge history and processing fines
- Membership status

Lawful basis for processing

Under the Museums and Libraries Act 1964 Nottingham City Libraries is to provide an effective and efficient library service. Nottingham City Libraries requires your consent to process your data as part of offering a Library Service. You can withdraw your consent for us processing your personal data, you can do this by emailing enquiryline@nottinghamcity.gov.uk

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council is part of the East Midlands Library consortium (EMLIB) who share a Library Management System, and means that we may share your personal information with:

- Other EMLIB Consortium Members:
 - Inspire Culture Learning and Libraries (MIDLANDS), trading as INSPIRE
 - Derby City Council
 - Derbyshire County Council
 - Leicestershire County Council and
 - Rutland County Council District Council
- The supplier/s of the Library Management System:
 - Sirsi Limited, trading as SirsiDynix

- Axiell ALM Limited

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data, we would be unable to continue offering a library service to you and will have to terminate your library membership.

How long will the Council retain the data for?

The information that you have provided will be kept for 3 years following your last interaction with the Library Service either in person or online or for temporary membership.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .