

Privacy Policy Notice

Library Membership

When you register with the library your details are entered onto Koha (a shared Library Management System). This system is shared by the Health Libraries Midlands (HeLM) Consortium. This system is used:

- to record contact details for the purposes of loaning library stock
- to record loans of stock to users
- to send notifications to users about their loans
- to provide management information for Library staff on usage and membership

What personal details are held?

We store the details listed on the registration form. This is in order to contact you regarding library stock that we have issued to you.

How can I find what data is held about me?

You can find the information about the data (Privacy Policy) by going to the HeLM website: <https://www.healthlibrariesmidlands.nhs.uk/your-privacy/>

Please contact your local library to find full details of the information held about you. Find the details of your local library here: <https://www.nhslincslibrary.uk/my-library/>

Who can access my data?

Library staff who work in the HeLM Consortium can access your data.

In addition your data is accessible to the system supplier who is contractually required to maintain privacy and the systems manager who maintains and manages the HeLM system. Staff at all organisations comply with GDPR regulations.

We will only share your data if required to do so by law. We will not sell your data or share it any other way not described in this notice without your permission.

How is my data processed and stored?

Your data is added to Koha at your request when you register to be a library member by completing a paper or online form. Your data is updated in Koha at your request. Your data will be only be amended in Koha, without your request, if it is found to be incorrect (e.g. input errors).

How long is my data retained?

Your details are retained for as long as you are an active library member. Unless you ask us to remove your record because you no longer wish to use NHS library services, we will retain your data for the length of your employment, placement or training. After that, your membership record will be deleted from the system after six months, unless you have any outstanding loans or fines.

All of your data is securely deleted when it is no longer relevant for use.

External Alerting Systems

We may also obtain personal details in order to send current awareness alerts from external systems. We ask for your name and job role in order to set up the alert and locate you within the email address system. Only your name and email address are recorded in this process.

Queries

If you have any queries regarding this privacy policy or any questions about the use of your personal data then please contact your local library:

<https://www.nhslincslibrary.uk/my-library/>