

## Privacy Policy Notice

### **Library Membership**

When you register with the library your details are entered onto Heritage (a Library Management System). 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 log into the Heritage system and review your account:

<http://ulht.nhslibraries.com/HeritageScripts/Hapi.dll/search1>

Please contact your local library to find full details of the information held about you.

### ***Who can access my data?***

Library staff who work for ULHT Library and Knowledge Services can access your data.

In addition your data is accessible to the system supplier and system manager who provide and manage the Heritage 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 Heritage at your request when you register to be a library member by completing a paper or online form. Your data is updated in Heritage at your request. Your data will be only be amended in Heritage, 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. If you stop being an active library member then your personal data will be deleted after a maximum of 3 years after you have ceased to be active or sooner if you instruct us to delete it. All of your data is securely deleted when it is no longer relevant for use.

## **External Alerting Systems**

We also obtain personal details in order to send current awareness alerts from external systems (e.g. MailChimp). 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 these external systems.

## **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.