

## Privacy Notice

The Knowledge, Library & Information Service may store and use your personal data on our Library Management System (Heritage) and in-house files relating to services that you have accessed and used.

We use our Library Management System:

1. to record contact details for the purposes of loaning, renewing and returning library stock
2. to record loans, including renewals, of stock to users
3. to send notifications to users about their loans and renewal of their membership
4. to provide management information for library staff on usage and membership

We use our in-house filing systems:

1. to record contact details relating to document delivery supply, requests and inter-library loans
2. to record contact details relating to any of our current awareness services that you have consented to receiving by opting in
3. to record contact details and information relating to literature search requests that you have submitted or training that you have received
4. to record contact details for the purpose of providing 24/7 access to registered library members
5. to provide management information for library staff on usage and impact

This privacy notice explains:

1. what personal data we hold about you and why we hold it
2. how you can find out what personal data we have, and have that personal data updated or deleted
3. who may have access to your personal data
4. how your personal data is processed and stored
5. how long your personal data is retained

If you have any concerns related to this privacy notice, or have any queries about the use of your personal data, please e-mail us at [dbth.dri.library@nhs.net](mailto:dbth.dri.library@nhs.net) or [dbth.bas.library@nhs.net](mailto:dbth.bas.library@nhs.net)

## What personal data we hold about you on our Library Management System and our in-house filing systems and why we hold it

1. We store your personal data on our library management system so that we can contact you if we need to about the library stock we loan to you, about the renewal of your membership or service updates.
2. We store your personal data on our in-house filing systems so that we can supply you with and contact you about the other library services that you have consented to by opting in or requested as required.
3. We store your name, work and/or home postal address, email address (es), phone number(s), employer's name, employer's location, job role, and course and academic institution where relevant.

## How you can find out what personal data we have, and have that personal data updated

1. With regard your library membership, you can log in to our library management system at <https://dab.nhslibraries.com> using the number on your library card and your PIN number to see limited data that we hold about you. To see full data, please e-mail us at [dbth.dri.library@nhs.net](mailto:dbth.dri.library@nhs.net) or [dbth.bas.library@nhs.net](mailto:dbth.bas.library@nhs.net) .
2. For information relating to other library services that you have consented to by opting in or requested please e-mail us at [dbth.dri.library@nhs.net](mailto:dbth.dri.library@nhs.net) or [dbth.bas.library@nhs.net](mailto:dbth.bas.library@nhs.net).

## Who may have access to your personal data

1. Your personal data is accessible to all library staff at Doncaster and Bassetlaw Teaching Hospitals NHSFT who use the Library Management System to manage library stock and loans and use the in-house filing systems to provide other services that have been consented to by opting in or requested.
2. All library staff work in compliance with our Privacy Notice and any other appropriate confidentiality, copyright, data protection and security measures.

We will only share your personal data with others where we are required to do so by law. We will never sell your data to anyone, or share it in a way not described in this notice without your permission.

## How your personal data is processed and stored

1. Your personal data relating to the Library Management System is added by us, at your request and on your behalf. You complete a registration form, and then we input the data on the form into the Library Management System. Paper membership forms are securely shredded once the information has been transferred to the Library Management System and in-house filing systems where applicable. Paper membership forms will be retained for no longer than 30 days from receipt or until membership cards are collected. If you notify us of a change to your data, we update the Library Management System or our other in-house filing systems accordingly.
2. Your personal data is added to our in-house filing systems where you have consented to receive or requested other services offered by the Knowledge, Library & Information service.
3. Your data is stored within the UK.
4. Technical safeguards are in place to help ensure that your data is kept safe and only disclosed to people who are authorised to view it.

## How long your data is retained

1. On our Library Management System and 24/7 access system your data is kept for the duration of your library membership and for a period of no more than 12 months after your membership expires, unless there are still outstanding items on your account.
2. If you inform us that you no longer require library membership and 24/7 access we will delete your data from both systems within 2 working days, unless there are still outstanding items on your account.
3. Data held on our in-house filing systems relating to the supply of current awareness services will be retained permanently unless you leave Doncaster and Bassetlaw Teaching Hospitals NHSFT or inform us that you no longer wish to receive the services that you have consented to.
4. Data held on our in-house filing systems relating to literature search requests and training is held for 5 years for evaluation, impact and audit purposes.
5. Data and information relating to document delivery, requests and inter-library loans is kept for as long as required to enable us to be compliant with required statistical reporting and relevant copyright licences and legislation.
6. Personal data that is no longer required is securely destroyed.

## Compliance and cooperation with regulatory authorities

We shall regularly review our compliance with our Privacy Notice and adhere to the UK General Data Protection Regulation.

**Contact us** If you have any concerns related to this privacy policy, or have queries about the use of your personal information, please contact us at [dbth.dri.library@nhs.net](mailto:dbth.dri.library@nhs.net) or [dbth.bas.library@nhs.net](mailto:dbth.bas.library@nhs.net)

The Data Protection Officer for the Trust is Roy Underwood who can be contacted at [dbth.dpo@nhs.net](mailto:dbth.dpo@nhs.net)