

KSS Libraries Privacy Notice

Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from your **local** Library and knowledge Service (LKS).

From time to time using the personal data you have supplied you may be contacted for feedback about the services we provide and to inform you about our other services.

The Library needs to collect and retain certain types of data, in various formats, about its current and past users in order to fulfil its functions as a provider of library and information services. This is in compliance with the **Data Protection Act 1998** and **GDPR 2018**.

Sharing your personal information

We will share your information with the organisation (Sirsi Dynix) that supplies and manages our library management system. We may share your information with another LKS team if you move organisations (you will receive an e-mail notification if this happens).

Why we collect data

The purposes for which the Library may process your personal data collected during your association with the Library include:

- the management of library accounts: for example, issuing readers' tickets, and issuing, return and recall of loans;
- promotion: for example, to inform you of service changes and projects;
- personalisation of services which might be of particular use to you (current awareness services)

How your data is held

Your data is held securely, and is accessed only Library staff who need to see it in the performance of their duties, and proportionately to those duties. Your data is held for appropriate periods relating to the original purpose of their collection. For example:

- Borrowing and other account data are held for two years after your library membership expires, unless there are outstanding invoices or matters relating to a breach of Library regulations. In such circumstances relevant data may be held for a minimum of six years from the last action on the case.
- Copyright declarations signed by you are held for a minimum period of six years and one day.

Storing your personal information

The personal information you supply us will be added to our library management system (Workflows, Sirsi Dynix). The system holds your data securely and can only be viewed by library staff who have a password to access the system (see below for details of how you can access your personal information).

Accessing your personal information

You may log in to our library management system at www.southeastlibrarysearch.nhs.uk (using your LKS membership number and PIN). You can amend your own information or contact your library service for other information to be amended.

Deleting your personal information

We will delete the data we hold on you after a 2-year period of inactivity (in case you return to use NHS Library and Knowledge Services again within this time).

Further information

For further information on how your information is used, how we maintain its security, and your rights to access it contact your library service. Details of libraries can be found [here](#):