

Leicestershire Library Service Image and Videography Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Leicestershire Library Service

Leicestershire Library Service deliver a range of activities and events within Leicestershire Libraries or sometimes in an outreach community setting. As part of our events and activities we may take photos or videos to capture 'the event', 'the community' or 'an individual' to positively promote and reflect library delivery. We would require an image consent form to be filled in by the person(s) in the photograph or video and where the person(s) may be under 16 years of age this would need to be filled in by a legal guardian.

What Information do we need from you?

We need to know the following about you: Name and Email Address

Why do we need this?

We use the photos and videos to positively promote the activities run in Leicestershire libraries for their communities, with consent from participants and practitioners running the events and activities.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using your consent as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your personal data because you have given your consent.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse, or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires.

What if something changes?

If the information you provided changes or your circumstances change, please contact libraries@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.