

Leicestershire County Council 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 Services as part of the Communities and Wellbeing Service

What Information do we need from you?

We need to know the following about you: name, address, telephone number, email address, date of birth and gender. Concessions are available in certain circumstances, so we also ask about disability and economic status (student / unwaged) but answering these is optional.

Why do we need this?

We need this information so that we can offer you the service. The Library Service provides customers with notifications about the status of their account, for instance loan dates and requested items. In some cases this information is collected in order to offer customers the relevant concessionary privileges associated with disability or age.

The collection of this information also helps the local authority to provide a service which is relevant to the variety of needs within the Leicestershire community

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 our legal obligation and performance of a contract as the lawful conditions for us to do this. The Public Libraries and Museum Act 1964 requires all local authorities to provide a library service.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive 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 in order 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. When it is necessary, we may disclose your personal information to the following organisations: Police, Safeguarding services

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. For this service that would normally be 3 years at which point your information would be reviewed.

What if something changes?

If the information you provided changes, or your circumstances change, please contact your local library. If we need to change something like who we want to share this information with, we will contact you to let you know.

What else would we like to do?

We would also like to use your data to provide you with information about activities and services available through your Library Service. In this instance we will ask for your permission to use your information in this way.