

Leicestershire Library Service Bookstart 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 who are delivering the Bookstart offer within Leicestershire. The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your Bookstart order, and will be held for up to one year after the current school year.

What Information do we need from you?

We need to know the following about you: We require a contact name, setting name, address, email, mobile number and number of children that you are responsible for who are 3-4 years of age.

Why do we need this?

We need this information to form of your Bookstart order so that we can provide you with Bookstart resources for 3-4 year olds that you are responsible for.

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 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: Booktrust <https://www.booktrust.org.uk/what-we-do/programmes-and-campaigns/bookstart/> who are the literacy charity who provide the free bookstart packs and work with libraries and early years providers to help distribute and provide information and guidance to support early years language development.

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/Europe

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 for up to one year.

What if something changes?

Bookstart FPN. Version 1 from 22/06/2022

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.