

# Privacy Notice for Kingston Library Service

This privacy notice is to be read in conjunction with the full privacy notice.

This privacy notice sets out how the Library Service at the Royal Borough of Kingston upon Thames will use and process your information.

## What type of information is collected about you?

- contact details; including name, address, email address, telephone number
- date of birth
- proof of identity
- IP address and information regarding what pages are accessed and when, when using our public network PCs and our online reference resources

## We may also collect sensitive personal data that may include:

- Disabilities
- racial or ethnic origin
- gender and sexual orientation
- religious or other beliefs of a similar nature

The information provided is not compulsory but is given on a voluntary basis. The information is used to help the service understand who is using or not using our services to help inform and develop the service.

## We need your information for the following services and functions:

Your information will be used for the functions of the Library Service. The services we provide are:

- Borrowing and reserving books and other items
- Using public network computers
- Accessing Library Online Resources
- Events and Activities

We will also use your information for our wider functions which are:

- the prevention and detection of fraud or misuse of Library Services

## **Who your information may be shared with:**

We may share some of your information, for example your name and address, internally with other departments in the Council and:

- We are a member of the London Libraries Consortium (LLC) and we share a Library Management System (LMS)
- Kingston Adult Education - we work together in partnership to deliver ECDL and Community Learning within our Libraries.
- British Computer Society (BCS) - We have to supply information as part of legal requirements for the purposes of conducting exams and awarding qualification.

## **The legal basis for processing your information**

We have statutory authority to collect and process your personal information for the provision of our service, your consent therefore is not required to process your information. Where the service is optional, we will not process your information until you have consented to receive the service. Once we have your consent for the service, your information will be processed under our statutory authority to provide the service.

## **How long will we keep your information**

We review our retention periods of the information we hold about you on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations.

We will hold your personal information on our systems for as long as it is necessary for the relevant activity or service that we provide to you, or as required by law.

We will retain your information for the period in which your information is being used for service provision and for legal requirements or for our wider functions. We have legal authority to process your information.

## **Marketing and E-Newsletters**

This council always acts upon your choices around what type of communications you want to receive and how you want to receive them. Where you have signed up for one of our newsletters, we use email newsletters to inform you of what we're doing, news and events.

You have a choice about whether or not you wish to receive information from us. If though you no longer want to receive our e-newsletters, then you can do this by clicking the unsubscribe link on every email.