

## **Privacy Notice for Library Service Users**

### **Information held about you**

In order to provide library services to you, it is necessary for Kirklees libraries to collect and hold personal information about you. We will only keep your information for the minimum period necessary, as outlined in our record retention schedules.

### **The categories of information that we collect, process, hold and share include:**

- Name, Address, Telephone Number, Email Address, Date of Birth, Records of items you have borrowed
- Any charges incurred
- Home delivery visits
- Book requests

When setting up new users, we ask for ethnicity as part of the process. Providing this information is not compulsory, however providing this information helps improve our service delivery, for example as part of our stock selection.

### **Why we collect and hold this information**

We will collect information about you (where applicable) to:-

- Set up your library account so you can use the library facilities
- Assign you an appropriate borrower type, e.g. Child or Adult
- Send you information relating to your account, e.g. notifications about requested or overdue items
- Enable us to carry out specific functions for which we are responsible
- Assess the quality of our services
- Evaluate and improve our performance
- Derive statistics which inform decisions about future delivery of services

### **The lawful basis on which we use this information**

We collect and process information about you under GDPR Article 6 Contract: the processing is necessary for a contract we have with the individual, or because they have asked the Council to take specific steps before entering into a contract.

### **Special category data collected**

We collect and process details on your Gender and Ethnicity under GDPR Article 9 (2) (a): the data subject has given explicit consent to the processing of those personal data for one or more specific purposes. You have to choice to give it. We will only use this data to help make sure our services are fair and everyone is equally able to access them.

## Storing this information

We will only keep your data while you are a library member. Your membership details will be deleted when you inform us you no longer want to be a member or if you haven't used the library services in 3 years.

## Who we share this information with

We routinely share this information with:

- Library Management System supplier (Symphony)

## Why we share this information

We may share your information with partner organisations, including our Library Management Systems suppliers, but this will only be in the context of administering the system.

We will share information with certain voluntary sectors who deliver services on our behalf such as the Royal Voluntary Service who deliver on behalf of Home Service and therefore need to manage Home Service data.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## Accuracy of your information

It is important that we hold accurate and up to date information about you in order to deliver the appropriate services and on occasion we may contact you to ensure that such information is still valid and up to date. If any of your details have changed, please ensure that you inform us as soon as possible so that we can update your records. Your membership will automatically expire every 3 years and to ensure you can continue to use library services you will be required to update your details.

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact:

Huddersfield Library  
Kirklees Council  
Princess Alexandra Walk  
Huddersfield  
HD1 2SU

Tel: 01484 414868

Email: [frontline.services@kirklees.gov.uk](mailto:frontline.services@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.