

PRIAULX LIBRARY PRIVACY POLICY

2021

1 INTRODUCTION

This privacy policy describes the way in which we collect use and disclose personal information that we gather. The Priaulx Library is required to comply with the Data Protection (Bailiwick of Guernsey) Law 2017 and as such it is registered as a data controller of the personal information that we collect. The Priaulx Library is registered as a Non Profit Organization at the Guernsey Registry with NPO number NP 212.

We need to keep certain information about the users of the Library its employees suppliers and contractors in doing this the Library must comply with the data protection principles contained in the General Data Protection Regulations 2018 namely:

- a) Data must be lawfully processed in a transparent manner in relation to you the data subject
- b) Data can only be collected and processed for a specific explicit and legitimate purpose
- c) Data must be relevant and limited to the purpose for which it is required
- d) The data we hold must be accurate and kept up to date
- e) Data is only kept as long as necessary
- f) Data must be kept securely and processed in a secure manner
- g) The Library must be able to show that it complies with the above principles

2 WHAT INFORMATION (DATA) DO WE COLLECT?

In order to provide its services to Library users and members the Library collects the information set out below. This information is obtained either in person by telephone or on line and such data is used to answer requests for information from the archives and collections that we maintain. Alternatively the information is used to facilitate your membership of the Library and to provide you with services that you request from us.

The information that we collect comprises:

- a) You name
- b) Your address
- c) Your date of birth
- d) Your email address
- e) Your phone number
- f) Any other information that you supply in connection with your enquiry

3 CONFIDENTIALITY AND SECURITY

The data that we hold will be treated in confidence and will only (if necessary) be shared with trusted third parties in order to deal with the service or enquiry that you have made of us. Any such sharing shall be in accordance with data sharing confidentiality agreements that we have entered in to with such third parties.

We have in place appropriate security measures to prevent your personal information from being accidentally lost used accessed altered or disclosed.

We have in place procedures to deal with any suspected data security breach and will notify you and any appropriate regulator of any suspected breach where we are legally required to do so.

4 YOUR RIGHTS IN CONNECTION WITH THE INFORMATION (DATA) THAT WE HOLD

The Data Protection Law and Regulations give you the right:

- a) To request access to the personal information that we hold about you and to check that we have been lawfully processing it
- b) To request correction of any inaccurate information that we hold about you
- c) Request us to erase your personal information
- d) Object to our processing the data that we hold about you
- e) Request the restricting of our processing of your personal data
- f) Request the transfer of your personal data to another party
- g) Withdraw your consent to our holding data about you

Where you have provided the Library with a specific consent you have the right to withdraw that consent to our holding or processing data about you at any time. To do so please contact us by email or in writing.

5 RETENTION OF DATA

Unless you request us to do otherwise we will hold your personal information for only as long as is necessary for the purpose for which we need to process it in accordance with the General Data Protection Regulations. After this time your data will be deleted.

We hope that we can satisfy any queries that you may have about the way in which we process your data. If you have any concerns about how we do this please contact the Library. You are also entitled to complain directly to the relevant supervisory authority at www.dataci.gg