

General Data Protection Regulation Privacy Statement for Children



Introduction

Libraries NI provides the public library service for Northern Ireland. When you use our services we want to be sure we are protecting your personal information and this statement explains how we do that.

When you follow a link or click away from our website you may see other statements like this and you should read the privacy policy for that website before proceeding.

You can find out more about your rights and what we must do under Data Protection Legislation from the Information Commissioner's website (www.ico.org.uk).





What is my personal information used for?

To run the library, we must have the right information about you. We use your information to ensure that we can identify you and provide you with a library card and we may at certain stages contact your parents or carers to check up on books, or if they agree, to let them know about children's events.

We do gather group information about how people use the library, for example how the library is used in a certain town. If we give this information to other people it will be grouped together so no individual name is passed on.

What types of personal information is being used?

We keep information about our library members to enable us to identify them like name, date of birth and borrower number. We also keep details to allow us to be able to contact them eg address, telephone number, e-mail address.

We also may collect information about your computer / Internet linked device / mobile device as you browse the Libraries NI website and its online services. This information helps us to improve our service.

If in a library, you use a computer provided by us our software keeps a record of how you use the computer and we reserve the right to look at this if required. There is a statement on each library computer that you must agree to before you can use the computer and this links to our rules about computers.

If a book is requested then we use this information to help us get this book to the Library Member.

Lawful Basis

Libraries NI as a Public Authority can legally ask for and use your information in order to provide you with a Library Service. Libraries NI also have some legal obligations placed upon them for how they operate eg keeping you safe while you use the Library. Libraries NI will sometimes ask for your permission in order to use some types of information eg getting consent to use a photograph.



Who we share the personal information with?

Libraries NI and our IT Provider employees have secure access to your personal information. We may pass your information on to other people if we have a legal right or need to do so.



How long do you store my personal information?

When your parents or carers give us your information it will be used to deliver our services and for the purposes we have explained. We will keep that information safe for as long as we need it. Once we no longer need to keep your details we will remove them from our system.

Libraries NI has a Records Management Policy and Procedure that give you information regarding how your data is managed. The Record Retention Summary shows you how long the records are held for.

Your rights

Under Data Protection Legislation you have the right:

- to access and obtain a copy of your personal data that Libraries NI holds
- to ask for your personal data to be corrected if there are any errors or it is out of date.

In some circumstances you have the right to:

- ask Libraries NI to restrict the processing of your personal data until any errors are corrected
- to object to processing.

In very limited circumstances you have the right:

- to ask Libraries NI to erase your personal data.

Simply put, your parents/carers have the right at any stage to ask about your personal information, how it is being used, to check it is accurate and in some circumstances they have a right to make a request to restrict/object to processing or ask for information to be removed in very limited circumstances.





How can I complain or get a copy of my personal information?

Data Protection Legislation gives you the right to access the personal information Libraries NI hold about you and the right to complain if you are unhappy with the way your personal information is being used. If you would like a copy, or if you would like to complain then please email or write to the Data Protection Officer at the details below:

Data Protection Officer
Libraries NI
25-31 Demesne Avenue
Ballymena, BT43 7BG

Email: dataprotection@librariesni.org.uk

Under the terms of the Data Protection Legislation, there is a right of complaint to the Information Commissioner if you are dissatisfied with the decision made in relation to any requests or complaints. The address for the Information Commissioner is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 03031231113
Email: casework@ico.org.uk
www.ico.org.uk/foicomplaints

How we use “cookies”

Our website and other third party sites use cookies. A cookie is a small file of letters and numbers that we place on your computer / mobile device if you agree.

Cookies allow Libraries NI to improve the website and your online experience. Cookies are vital for user account administration including when you log into the Libraries NI website, the Catalogue system (Axiell), the eBooks/eAudiobooks website (Libby and BorrowBox) and the eMagazines and eNewspapers website (Libby).

Third party websites

Libraries NI works with other companies to host and operate certain features/services on the website. If you follow links from the Libraries NI website to the website of a third party it is important that you read their privacy statement before you submit personal information to that website.

Links to user generated material

Some of the content we link to may be generated by members of the public and the views expressed are those of the public and unless specifically stated are not those of Libraries NI (e.g. comments on social media, blogs and catalogues).

Changes to this statement

This statement will be regularly reviewed for effectiveness and accuracy. Any changes will be posted on our website www.librariesni.org.uk

