

## **Whittington Health Library Privacy Policy - May 2018**

The purpose of the privacy policy is to inform you, as a registered member of Whittington Health Library, about how we use your personal information, whether the information is disclosed and the ways in which we protect members' privacy. We want you to feel secure when you disclose your personal information to us at registration. We are committed to respecting your privacy. Below we give an overview of how we do that.

### **How do we use your information?**

At Whittington Health Library, we are committed to protecting and respecting your privacy. Your data will be processed lawfully, fairly and in a transparent manner. When you register as a Library member we will share your information with the organisation that supplies and manages our library management systems. This arrangement is governed by a licence agreement (available on request). Otherwise we undertake not to disclose any data without your consent or as permitted by the General Data Protection Regulation (GDPR).

Data will be stored on servers based in the UK and will not be transferred outside the EU.

We use your information to register you for Library membership and we use your email address to notify you of relevant services, training, current awareness bulletins and an annual survey to gather information on your experience of using the Library service. This helps us identify ways to improve the service. We will process your data in accordance with the Data Protection Act (1998). You can contact us at any time to request that all, or some, of your personal information be deleted or amended by emailing us at [whl@nhs.net](mailto:whl@nhs.net)

### **Opt out**

If you wish, you can opt- out of receiving any communications outside of the book and inter-library loan data necessary for your library membership. Please contact us [here](#) and we'll update your details.

### **Retention period**

We keep your information on our Library Management System. We will delete the data we hold on you after a maximum 5-year period of inactivity.

### **Security of your information**

We take reasonable measures to ensure the confidentiality and security of personal information for which we are responsible.

### **Accuracy of the information**

We will check with you on the accuracy of the data we hold on an annual basis.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Your continued use of our service after any change in this Privacy Policy will constitute your acceptance of such change, unless you notify us otherwise.

### **Other systems**

If you provide us with data for the purpose of setting up NHS OpenAthens accounts or accounts on KnowledgeShare, that data is governed by the policies of those systems, which are compliant with General Data Protection Regulation (GDPR).

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [whl@nhs.net](mailto:whl@nhs.net)