

## Privacy Notice and Membership Declaration

**For use by the Library and Information Service at Lancashire Teaching Hospitals NHS Foundation Trust**

<b>Document Title</b>	<b>Privacy Notice and Membership Declaration</b>
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<b>Date approved</b>	
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<b>Should be read alongside these associated documents</b>	<p>Lancashire Teaching Hospitals NHS Foundation Trust Workforce Privacy Notice  <a href="https://www.lancsteachinghospitals.nhs.uk/staff-privacy-notice">https://www.lancsteachinghospitals.nhs.uk/staff-privacy-notice</a></p> <p>Lancashire Teaching Hospitals NHS Foundation Trust Privacy Notice  <a href="https://www.lancsteachinghospitals.nhs.uk/privacy-notice">https://www.lancsteachinghospitals.nhs.uk/privacy-notice</a></p> <p>Privacy notice for North-West NHS KLS  <a href="https://healthacademy.lancsteachinghospitals.nhs.uk/app/uploads/2023/02/NoW-KLS-multi-system-Privacy-Notice-1.pdf">https://healthacademy.lancsteachinghospitals.nhs.uk/app/uploads/2023/02/NoW-KLS-multi-system-Privacy-Notice-1.pdf</a></p>

**This is a local procedure which only applies to the Library and Information Service.**

**All members of library staff are required to adhere to the principles involved as outlined within this document, together with any related procedures, which are enabled by this policy.**

### Introduction

To enable the delivery of library services, the Library Service at Lancashire Teaching Hospitals Foundation NHS Trust collects, stores and processes personal information.

This Privacy Notice applies to all library members including employees, workers (including agency, casual and contracted staff), volunteers, trainees, employees from external organisations with whom we hold a contract/agreement to deliver library services.

The information you supply will be used to contact you about services that you have requested from the Library Service. We hold personal data about you that is necessary to enable us to administer library services effectively, lawfully and appropriately.

We recognise the need to treat staff personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair, lawful and transparent processing can be met.

## **What personal data we hold about you and why we hold it**

We store your data so that we can contact you in the administration of library services, for example, book loans, literature search requests, training, document supply, current awareness services and access to electronic resources.

We store your name, work and/or home postal address, email address(es), phone number(s), employer's name, employer's location, job role, and course and academic institution where relevant.

This data is stored in our library management system, local spreadsheets, databases and current awareness services such as KnowledgeShare, that you may subscribe to.

## **Sharing your personal information**

Your information may be shared within the organisation when there is a legitimate business need to do so, for example, we may share training records with our central training administrators.

We will only ever share your information outside the organisation if we are satisfied that they have sufficient measures in place to protect your information in the same way that we do.

These organisations (listed below) are provided with access to your information in order to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

We will share your information with others where required to do so by law. We will never sell your information to anyone, or share it in a way not described in this notice without your permission. We will never share your information for marketing purposes.

### Koha Library Management System (Supplier is PTFS Europe)

Your information is shared with PTFS Europe who supply the library management system Koha for the purpose of providing library services such as book loans. [PTFS Europe's Privacy Policy](#) outlines how your data is shared.

Technical safeguards, such as firewalls and antivirus software are used to help ensure that your information is kept safe and only disclosed to people who are authorised to view it. We restrict access to personal information to employees of Lancashire Teaching Hospitals Library Service and other partners who need to know that information in order to process it for us. Staff at these organisations are subject to strict contractual confidentiality obligations

### Heritage Library Management System (Supplier IS Oxford)

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Your information is shared with IS Oxford who supply the Library Management System Heritage for the purpose of hosting Trust policies and the publications database.

Technical safeguards, such as firewalls and antivirus software are used to help ensure that your information is kept safe and only disclosed to people who are authorised to view it. We restrict access to personal information to employees of Lancashire Teaching Hospitals Library Service and other partners who need to know that information in order to process it for us. Staff at these organisations are subject to strict contractual confidentiality obligations.

### KnowledgeShare

If you register to use KnowledgeShare to access current awareness services, literature searches and training products, your personal data will be uploaded to the system and will be shared with the service provider and relevant third parties to deliver the service. The [KnowledgeShare Privacy Policy](#) outlines how your data is shared.

### **How your data is processed and stored**

When you complete a registration form, your data is added to our Library Management System (Koha) which is hosted by PTFS Europe on highly secured datacentres in the UK. Library staff have access to your personal data for the purpose of delivering library services via secure personal passwords and a 2-factor authentication process. If you notify us of a change to your data, we update the system accordingly.

Technical safeguards are in place to help ensure that your data is kept safe and only disclosed to people who are authorised to view it.

Where your information is shared with 3<sup>rd</sup> parties for the delivery of specific services, their privacy policies outline how your data is processed and stored:

- [KnowledgeShare Privacy Policy](#)
- [PTFS Europe's Privacy Policy](#)

### **How long your data is retained**

Your data is kept for as long as you are an active library member. If you cease to be an active member we will delete your data a maximum of two years after you have ceased to be active, or sooner if you inform us that you wish us to delete it. If you still have outstanding books on your account we keep your information for 7 years. We securely destroy any personal data about you when it is no longer of use.

For our literature searching service, we will keep your data for 5 years so that we can refer back to the search results and we will keep training records for 2 years.

Where your information is shared with 3<sup>rd</sup> parties for the delivery of specific services, their privacy policies outline how long your data is retained for:

- [KnowledgeShare Privacy Policy](#)
- [PTFS Europe's Privacy Policy](#)

### **Individual rights**

GDPR laws give you rights in respect of the personal information that we hold about you.

These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.

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- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the processing of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

For further details on the rights of individuals under GDPR please visit our Trust Information Governance intranet site.

## Legal basis

The legal basis for processing your information is under GDPR, Article 6(1) b, that processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

If you would like to see what data we hold about you, or request that it is updated please contact [library@lthtr.nhs.uk](mailto:library@lthtr.nhs.uk).

## Changes to this policy

This Notice has been developed to be compliant with the General Data Protection Regulations (GDPR). This Notice is regularly reviewed and sometimes updated. It is important that you check for updates to this Notice which could be made at any time.

Date of Amendment	Pages Amended	Details of Amendment	New version number

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