

## Library GDPR Policy

Please be aware that the library takes data protection seriously and we have the current stipulations in place with regards to the length and purpose we will store your data.

The information you provide is only used for its intended purposes.

**Library membership** – Library membership is given for 2 years from date of registration unless it is temporary membership and a date is specified. Registration forms are scanned to the computer and saved in a folder, no paper copies are stored. After two years users are contacted to confirm if they wish to continue membership. If so we will extend the membership for a further two years and check personal details are correct. If not both the record in Heritage and in the folder are deleted.

**Athens** – Athens membership is provided for 2 years from date of registration. We do not keep records of Athens registration. Registration forms are deleted or shredded once the account has been set up.

**ILL Article and Book Requests** – These are all kept in paper format and once processed are filed away monthly. The library has to keep the forms for seven years to comply with Copyright Licensing Agency (CLA) regulations. The only data provided is the user's name and contact number or e-mail.

**Proximity cards** – The request forms are scanned to the computer and saved in a folder by expiry date, no paper copies are stored. The expiry date depends on the individual user but will be no longer than three years. After this date the access will be reviewed by Library Staff and Hospital security. The record will be deleted upon expiry.

All paper copies of data are kept securely in a locked area which is only accessible by Library staff.