

**Service Area: Library Service
Directorate: Commercial and Operations
PN- 40**

05/2021

The **Library Service** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

Libraries are safe spaces and provide community hubs for delivering services to citizens within Libraries in Nottingham. Services are around the Universal Offers: Reading and Literacy, Health and Wellbeing, Creative and Culture, Digital and Business and prosperity. We continuously seek and welcome new partners who can help deliver effective services that meet community and individual needs.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- **Sharing information relating to the Library Service and partnership opportunities via an e-newsletter.**
- **Conducting Library partnership meetings and communication between partners**
- **Partners will include:**
 - **Reading and Literacy**
 - **Partners including schools and literacy organisations within the city and wider who support reading and literacy outcomes for Nottingham citizens**

- **Health and Wellbeing**
 - **Partners including Health providers, community health contacts and organisations within the city and wider who support Health and Wellbeing outcomes for citizens**
- **Creative and Culture**
 - **Partners including Cultural organisations, Arts Council portfolio holders and other key organisations and individuals within the city and wider who support creative and cultural outcomes for citizens**
- **Digital**
 - **Partners including Tech group and organisations within the city and wider who support Digital outcomes for citizens**
- **Business**
 - **Partners including Local businesses, organisations and hubs within the city or wider who support employment, business and development opportunities and outcomes for citizens**

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above relates to your:

- **Name, work contact email, work/business name, address and telephone number**

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is **necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council**

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute to provide some of the information that is specified here.

How long will the Council retain the data for?

The information that you have provided will be kept for a 1 year from becoming a Library Partner. If you wish to have your information kept after this time, then we will keep it for a further year.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

OFFICIAL



Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .