

Worcestershire Libraries Privacy Notice N8.001 Tw

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- x Planning and impr
- x Preventing or dete
- x Research using an

data, we will seek

Personal information collected and lawful basis

The service processes personal information that is relevant to individual cases, which may include, but is not limited to, the following personal data:

- x Your personal details including name, address, date of birth, home and mobile phone numbers, email address, emergency contact name and number
- x Library card number
- x Gender
- x School name
- x Alternative contact details and meeting location for groups

We may also process some special category (sensitive) information, which is relevant to individual cases and may include some of the following but is not limited to:

- x Health, Learning Difficulty or Physical Disability
- x Ethnicity

The legal bases for processing this personal information are:

- x Contract for the supply of services
- x Compliance with a legal obligation
- x Tasks carried out in the public interest or in the exercise of official authority
- x Consent for research questionnaires

Who we may share your information with

We may need to share the personal information you have given to us, or we've collected about you with partner organisations where relevant to the individual and/or their service provision. These include but are not limited to:

- x Other Worcestershire County Council services as appropriate including Legal Services
- x Voluntary Agency Partners
- x National Regulators and Agencies
- x Funding Bodies

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or if in all reasonable circumstances, the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

How long we will hold your information

We retain your personal information for 2 years after your membership of the library ceases. Inter-library loan request forms are disposed of as soon as the loan request has been fulfilled.

The standard retention periods for records relating to Adult Education is 6 years after the academic year

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note, stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to