

Data Protection statement 2020 (Review date July 2021)

The Guille-Allès Library is required by law to comply with the Data Protection (Bailiwick of Guernsey) Law 2001. The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and, except in certain cases, the consent of the data subject, to ensure that personal data that is processed is accurate, and to enforce a set of standards for the processing of such information.

The Guille-Allès Library needs to keep certain information about its employees, suppliers, contractors and users of the facilities and services, to enable it, for example, to monitor and record progress and regulate the use of its facilities. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this the Library must comply with the eight data protection principles that are set out in the Data Protection (Bailiwick of Guernsey) Law 2001. These principles state:

Personal data must be:

1. Fairly and lawfully processed
2. Processed for limited and specified purposes
3. Adequate, relevant and not excessive for those purposes
4. Accurate and, where necessary, kept up to date
5. Not kept for longer than is necessary
6. Processed in accordance with the data subject's rights
7. Secure, i.e. there must be appropriate managerial and technological measures in place to ensure the security of the data
8. Not transferred to countries outside the European Economic Area (EEA) which do not have adequate data protection.

Collection of Customer Personal Data

In order for the Library to provide its members with the Library Service, the Library collects and uses data relating to each library user. The only information that is collected by the Library is that provided by users when opting to take out library membership in person or online, information on user's loans, inter-library loans and some internet use, and information provided when logging on and using our online services. This data is used to manage and administer the library user's account and for operational reasons and includes the member's:

- Name
- Address
- Year of birth
- Email Address
- Mobile number

Any personal information volunteered will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001.

Data will only be shared with trusted third parties who provide support to the Library service and to the Library Management System and process data on the Library's behalf in accordance with appropriate data sharing confidentiality agreements.

Members will only be contacted in relation to their use of the service or if they have indicated that they wish to receive notifications about forthcoming library events and programmes.

Library staff and all others who process or use any personal information must ensure that they follow these principles at all times.

The Library will treat all personal details of employees and users of the service as confidential.