

## Privacy Policy

The Guille-Allès Library is required by law to comply with the Data Protection (Bailiwick of Guernsey) Law 2017. The purpose of data protection legislation is to:

- Protect the rights of individuals in relation to their personal data.
- Provide for the free movement of personal data, in a manner equivalent to the GDPR and the Law Enforcement Directive.
- Ensure that personal data that is processed is accurate.
- 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 library users. This is essential in order to provide the best library service possible – for example, for the Library to monitor which books are on loan to which individuals, and to 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 seven data protection principles that are set out in the General Data Protection Regulation 2018. These principles state that personal data must be:

1. Fairly and lawfully processed in a transparent manner in relation to the data subject.
2. Collected and processed for a specific, explicit, and legitimate purpose.
3. Adequate, relevant and limited to what is necessary for those purposes.
4. Accurate and, where applicable, kept up to date.
5. Not kept for longer than is necessary.
6. Processed in a manner that ensures its security appropriately, including protecting it against unauthorised or unlawful processing, accidental loss, destruction or damage, using appropriate technical or organisational measures.
7. Provided accountability for by the data controller, who must be able to demonstrate compliance with the above six principles.

### 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 joining, as well as information on user's loans, 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
- Date of birth
- Email address
- Phone number

Any personal information volunteered is treated with the highest standards of security and confidentiality, in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017.

Data is only shared with trusted third parties who provide support to the library service and to the Library Management System and who process data on the Library's behalf in accordance with appropriate data sharing

confidentiality agreements. Additionally, data will be accessible to authorised staff at other libraries in Guernsey that share the Library Management System, solely for purposes that support the delivery of library services.

Members will only be contacted in relation to their use of the service or if they have indicated that they wish to receive newsletters about Library events and services. Members can unsubscribe from these notifications at any time.

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.