

How your personal Information is used by Midlothian Library Service

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out Library Services. We are part of the Customer and Housing Services provided by Midlothian Council. More information about the Customer and Housing Services privacy notice can be found at www.midlothian.gov.uk/privacy.

Our Privacy Promise

We promise to collect, process, store and share your data safely and securely.

What lets us collect your information?

If we work with you we will be acting under some, or all, of the legislation noted below:

- **Public Libraries Consolidation (Scotland) Act 1887-1920**
- **Public Libraries (Scotland) Act 1955**

What kinds of personal data do we collect?

The personal data we collect might include your **name, date of birth, address, contact details, records of items you have borrowed, any charges incurred and details of requests made. We may also retain information regarding your status as a guarantor for children or other dependents.**

How do we collect your personal data?

We collect your personal data in a number of different ways. You might give us your personal data yourself, by entering your information in a paper form or through the Council website, by speaking directly to library staff, in writing, via email or over the phone.

We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

How do we use your personal data?

We use your information (where applicable) to set up your library account so that you can use library services ranging from borrowing books to registering for Bookbug's Library Challenge, assigning you to the appropriate borrower type e.g. child or adult, to send you information relating to your account such as notifications about requested or overdue items and if you have given consent to contact you regarding specific library events and promotions.

Why do we share your personal data?

We may share your information with partner organisations, including our Library Management Systems suppliers, but this will only be in the context of administering the system.

We will not normally share your information with organisations other than our partner organisations without your consent; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public, safety, and in risk of harm or emergency situations.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

With whom do we share your personal data?

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

Personal data also might be shared between Midlothian Council services, including Schools.

Where we handle data for other organisations such as Transport Scotland, we will ensure that the appropriate conditions have been met.

How long do we keep your personal data?

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'. To access our retention schedule please click on the link below:

https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule

Further Information

You can find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Notice at www.midlothian.gov.uk/privacy