PRIVACY NOTICE

Libraries, Learning Centres and Archives

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected.

Why we are collecting your personal data

Personal data, including your name, contact details (e.g. address, phone number and email address) and date of birth will be collected when you request to join one of the Council's libraries. This information will be used to:

- process and maintain your library membership, allowing you to withdraw books and access the library service.
- contact you about reservations and overdue items.
- enable you to book a room or computer at a Moray library, or borrow an electronic device, such as an iPad.
- allow public use of Internet access within libraries and through our wireless network.

If you do not provide this personal data, we will be unable to provide you with access to the library service.

As you use the Library Service, additional information will be gathered including the details of any items you have on loan, and those previously borrowed and returned, details of items requested, any overdue items and money owed, and, notes/comments placed on your library record in connection with your use of the library service. When you use the internet on our public computers, electronic devices (e.g. iPads), or wireless network your computer use is recorded.

Archives

If you choose to loan, deposit or gift an item to the Archives, in order for it to be added to the Council's Archives your personal data will be taken in order to establish provenance for the item(s) and to enable us to contact you if necessary (e.g. if the Council wishes to end the loan period and return the item to you).

If you visit the Archives to view archival material, or, contact the Archives to make an enquiry, then your personal data, specifically your name and contact details will be collected in order for us to assist with your visit or enquiry.

Learning Centres

If you choose to participate in a course with the Learning Centre, such as the International Computer Driving Licence (ICDL), then you will also need to provide payment, so your bank details may be processed. Your details will shared with the

relevant accredited authorities for each course: usually BCS (The Chartered Institute for IT), or Qualifications Scotland so that your certification can be verified.

National Entitlement Cards: Young Scots Cards, Disability and Over-60s
To help you with your application for a National Entitlement Card (NEC) and input your data onto the NEC Management system, we will collect and process your name, address, date of birth/proof of age, email address, gender, condition of entitlement and a photograph. For more information, please see our NEC Privacy Notice: www.moray.gov.uk/privacynotices

The personal data you provide will be stored on the NEC system and by the National Entitlement Card Programme Office (NECPO). For more information, please see the NEC website (https://www.nec.scot/) and the NEC Privacy Notice for Cardholders and Applicants available here: https://www.nec.scot/privacy-policy

Library Newsletter, Events and Groups
If you have asked to join our Library Newsletter, or to attend Events and Groups provided by a Moray Council Library, your name and contact details (phone number and/or email address) will be collected so that we can send you the newsletter. For events/groups, the data you provide will be used to book your place onto the event/group and contact you with any updates regarding the event/group.

Personal data we collect from other sources

We may collect information about you, for example to set up a new library card, from a third party acting on your behalf, such as your carer, parent or guardian.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, for example as an emergency contact, if reasonable to do so then please make sure that you have told them that you have given their personal data to us for this purpose.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR); because your personal data is necessary for the performance of a task carried out in the public interest under the Local Government etc. (Scotland) Act 1994. The 1994 Act incorporates the Local Government (Scotland) Act 1973, which places a duty on local authorities to secure the provision of adequate library facilities for all persons resident in their area.

We understand our legal basis for processing your personal data for the Library Newsletter, Learning Centre courses, Library Events and Groups to be Article 6(1)(a) of

the UK GDPR because you have given consent to your personal data being used for these purposes.

Who we share this personal data with

The personal data you provide will be stored in our Library Management System database provided by a third party. We make sure that they process your personal data appropriately through our contractual arrangements with them.

When you access online resources linked to our library service, they do not directly access your personal data, instead they will verify that you are an active member of the library service and therefore the request to access these resources should be granted. For example, when accessing e-materials such as e-audios and e-books.

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency, or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/retentionschedules (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

You have the right to withdraw consent to your personal data being used as outlined above; you can do this at any time by emailing: libraries@moray.gov.uk

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commission's Office (ICO). They are the body responsible for making sure organisations like the Council handle your personal data lawfully. They can be contacted via telephone: 0303 123 1113, or on their website: https://ico.org.uk/.