CHILD FRIENDLY PRIVACY NOTICE

Libraries, Learning Centres and Archives

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Child Friendly Privacy Notice about the information we collect about you for Libraries, Learning Centres and Archives. A more detailed version of this Privacy Notice is online here: www.moray.gov.uk/PrivacyNotices.

Who we are

We are Moray Council, we offer lots of services to people who live in Moray. We help your school to function, make sure you have a library service and provide care for people who need it.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Why we are collecting your personal data

We will collect personal data about you, such as your name, address and date of birth so that you can use the library service.

As you use the library service, extra information will be gathered including about items you have borrowed, returned, asked for, or that are overdue. When you use the internet on library computers, electronic devices (e.g. iPads), or wireless network your computer use is recorded.

We may also collect your name and contact details when you choose to take part in a group or event, such as Lego clubs, book groups, or code club etc. This means we can book your place on the group and let you, or your parent/carer, know about any updates for the group/event.

If you, or your parent/carer, ask a Moray library to help you with your National Entitlement Card (NEC), such as your Young Scot Card (bus pass) application, we'll collect extra personal data from you, including a photograph. We have an NEC Privacy Notice on our website that explains more about this: www.moray.gov.uk/PrivacyNotices.

Personal data about you that we collect from other people

We may collect personal data about you, for example to set up your library card, or add you to a group from someone acting on your behalf, such as your parent/carer.

Personal data you give us about other people

If you have given us someone else's personal data, for example as an emergency contact, if you can, please tell them you have given us their personal data and why.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task to provide library services under the Local Government etc. (Scotland) Act 1994.

When you, or your parent/carer have asked to attend a library service group or event, we do this because you, or your parent/carer, have given consent for your personal data to be used for this purpose.

Who we share your personal data with

To provide the library service, we share your personal data with the company who provide our Library Management System database. There is a longer list of who we may share your data with on the more detailed Libraries, Learning Centres and Archives Privacy Notice.

Sometimes in order to do our work, and provide support to you, we have to share your personal data with other services in the Council, or with your school, or, family or with the Police or fire service. We are careful about how we share your personal data and always follow the rules.

How long we keep your personal data

We only keep data for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of data: www.moray.gov.uk/RetentionSchedules.

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you, or your parent/carer want to remove your consent to your personal data being used to book your place onto a group/event and contact you about that group/event, you can do this at any time by emailing: libraries@moray.gov.uk

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commission's Office (ICO) or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules to make sure your personal data is properly looked after. You can phone the ICO on 0303 123 1113, or contact them on their website: https://ico.org.uk/.