

PRIVACY NOTICE FOR KNOWSLEY SCHOOL LIBRARY SERVICE USERS

This Privacy Notice explains how we use information about you when your school takes out a Service Level Agreement with Knowsley School Library Service.

Why we need your information:

When your school takes out a Service Level Agreement with us, we ask you to provide your school name, your teacher name and the age range of the children you teach so that we can provide you with the appropriate resources.

If you wish to provide us with an email address, then we will only use this to contact you if there are any queries with your requests for resources. You can opt out of this at any time by contacting us via www.knowsleysls.co.uk

Who we share your information with:

We do not share your information with any other individuals, organisations or bodies outside of Knowsley School Library Service

How long we keep your information for and why:

We only keep information about you in order to process your membership of School Library Service. If your school terminates their Service Level Agreement with us, then your membership will become dormant (but will remain on the library system) if not used for a period of 2 years. Membership data will be removed completely if not used for a period of 3 years, unless there is any financial penalty attached to the record (i.e. a monetary value attached to books which have not been returned). In these cases, membership details will remain on the system for a period of 6 years for audit purposes.

Your rights

Under the General Data Protection Regulation, you have the following rights with regards to your personal data: -

- The right to subject access – you have the right to see a copy of the personal data that the Council holds about you and find out what it is used for.
- The right to rectification – you have the right to ask the Council to correct or remove any inaccurate data that we hold about you.
- The right to erasure (right to be forgotten) you have the right to ask the Council to remove data that we hold about you.
- The right to restriction – you have the right to ask for your information to be restricted (locked down) on Council systems
- The right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The right to object – you have the right to ask the Council to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.

- The right to prevent automated decision making – you have the right to ask the Council to stop using your data to make automated decisions about you or to stop profiling your behaviour. (where applicable)

To exercise any of these rights please contact Knowsley School Library Service at www.knowsleysls.co.uk or email Pauline.threfall@knowsley.gov.uk in the first instance.

Complaints

If you are still not satisfied you can contact the Information Commissioners Office at:

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

DPO Contact details:

Dan Howarth

Telephone: 0151 443 4660

Email: Data.protection.officer@knowsley.gov.uk

You have the right to complain if you are unhappy with the way your request is handled, or disagree with a decision made by the Council about your data. If you want to make a complaint you can contact the Data Protection Officer (DPO) and request a review of the decision.

Date of last review: May 2018