

## Library Privacy Notice for External Users (SCONUL Access, alumni, visiting borrowers)

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### A. Introduction

The purpose of this notice is to inform customers about how the library collects, uses and shares their personal data, and their rights in relation to the personal data we hold. This notice is available on the library website.

### B. Who is processing personal data

Leeds Trinity University Library as part of Leeds Trinity University determines why and how your personal data is used and is considered to be the data controller of the personal data. The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

### C. What personal data do we process

The Library processes personal data that is necessary for us to administer and deliver services to you. This includes:

- information about you and your contact details so that we can contact you about services relevant to you
- your date of birth
- emergency contact details

### D. The legal basis for processing your personal data

#### (i) Contract

We may process your personal data because it is necessary for us to do so in order to fulfil the contract you enter into with Leeds Trinity University Library when registering as a member or customer of services provided.

#### (ii) Legitimate interests

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- verifying the accuracy of data that we hold
- recovering money that is owed to us

### **(iii) Legal obligation**

We may also process your personal data for our compliance with legal obligations. This can include:

- compliance with regulatory obligations such as anti-money laundering laws and safeguarding requirements
- assisting with investigations (including criminal investigations) carried out by the police and other competent authorities
- complying with court or other competent authority orders

### **(iv) Vital interests**

Leeds Trinity University Library will only rely on vital interests as a lawful basis for processing your personal data where it is necessary to protect someone's life such as in the event of a medical emergency.

### **(v) Consent**

Leeds Trinity University Library will use consent as a lawful basis for some processing. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

## **E. What we use personal and sensitive data for**

Leeds Trinity University Library processes your personal data for the following reasons:

- the provision of services you have registered for at Leeds Trinity University Library
- maintaining records of members and customers
- evaluating the performance and effectiveness of Leeds Trinity University Library
- the prevention and detection of crime and assisting investigations carried out by relevant authorities
- dealing with complaints

## **F. Automated decision making**

Leeds Trinity University Library does not make any automated decisions about you using your personal data.

## **G. Who we share your personal data with**

Leeds Trinity University Library will share the personal data of members with other departments of the university for the purpose of assisting with the recovery of overdue items and unpaid fines. In the case of members from other universities accessing our services under the SCONUL access scheme and members of partner institutions: We reserve the right to contact relevant staff at the member's parent institution for the purpose of assisting with the recovery of overdue items and unpaid fines.

Personal data will be stored on the library management system used by Leeds Trinity University Library for the purpose of administering memberships.

## **H. Changes to your personal data**

It is the responsibility of the external member to notify Leeds Trinity University Library as soon as possible if any of the data held about them needs to be updated or is incorrect.

## **I. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your personal data?**

A visiting borrower membership lasts for 3 years from the date of registration. An Alumni membership lasts for 5 years from the date of registration. If these are not renewed, personal data for the expired account(s) will be deleted within 30 days of expiry.

A SCONUL access membership runs for the duration of the academic programme in the case of students, and for the duration of employment at the home instruction in the case of staff. Personal data for the expired account(s) will be deleted within 30 days of expiry.

## **K. How you can access personal information Leeds Trinity University Library holds about you and other rights you have**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

### **2. Right of access**

You have a right of access to your own personal data held by Leeds Trinity University Library. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

### **3. The right to rectification**

You have the right to have inaccurate personal data held by Leeds Trinity University Library rectified, or completed if it is incomplete. This can be done contacting us at:

Leeds Trinity University Library  
Andrew Kean Learning Centre  
Leeds Trinity University  
Brownberrie Lane  
Leeds  
LS18 5HD

E [libraryenquiries@leedstrinity.ac.uk](mailto:libraryenquiries@leedstrinity.ac.uk)

T 0113 283 7244

### **4. The right to erasure**

Once personal data collected by Leeds Trinity University Library is no longer necessary for the purpose for which it was collected and processed, you may have the right to have the data erased.

## 5. The rights to restrict processing and to object to processing

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

## 6. The right to object to processing

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

Leeds Trinity University Library will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

## 7. Rights to data portability

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and, where the processing is carried out by automated means, request that we transmit those data to another data controller. Leeds Trinity University Library will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

### Note:

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## L. Contact us

If you have any queries about this privacy notice or how we process your personal data you can contact us at:

Leeds Trinity University Library  
Andrew Kean Learning Centre  
Leeds Trinity University  
Horsforth  
Leeds  
LS18 5HD

E [libraryenquiries@leedstrinity.ac.uk](mailto:libraryenquiries@leedstrinity.ac.uk)

T 0113 283 7244

## M. Questions or concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer. If you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) or if you would like to complain about how the University has used your personal data, please contact the University's Data Protection Officer at [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk) or write to

Data Protection Officer  
Leeds Trinity University  
Horsforth  
Leeds  
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

## **N. Evaluation and review**

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in May 2021.