

Derby Libraries Privacy Notice

How is your information used?

Derby Libraries holds your data for the sole purpose of recording and managing your membership and for no other purpose. The information we collect includes, but is not limited to, your name, address, date of birth, e-mail; it also includes information about the books you have on loan, your loan history, any fines/charges currently on your account (if applicable) and your fine/charge history (if applicable).

Who has access to this information?

- DHA – (Direct Help and Advice Ltd) a charitable organisation who has taken over running 10 of Derby's Libraries. They have access to this data for the sole purpose of recording and managing your library membership and for no other purpose.
- The Library Management System (LMS) is provided to us by a company called Sirsi Dynix. Sirsi Dynix do not have routine access to your personal information. However, if there was a problem with your library account which we needed Sirsi Dynix to investigate we would ask them to do this but only with your prior knowledge and permission.
- For economic reasons, the Library Management System (LMS) was purchased with five other local authorities. Our East Midlands Library consortium partners (EMLIB) are Derbyshire, Nottingham, Inspire (Nottinghamshire), Leicestershire and Rutland. EMLIB cannot access your personal data except if a hold has been placed for you on a piece of their stock. In this case they can see your *name and library ticket number but the system prevents them from accessing your full details.*

For further information about how your personal information will be used, please visit www.inderby.org.uk/libraries where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from – libraries@derby.gov.uk

Staff only - Membership Number and PIN

ID Type:

Welcome to Libraries

Membership Form

To join Libraries, you must live, work or study in Derby or Derbyshire and consent to Derby Libraries holding your data on the Library Management System (LMS). This is for the purpose of recording and managing your library membership and for no other purpose. Derby Libraries will run 5 statutory libraries in Derby.

Derby Libraries will share the LMS with Direct Help and Advice LTD (DHA) who will run 10 non-statutory libraries in Derby. This sharing is for the purpose of managing your library membership across the statutory and non-statutory services and for no other purpose. **Please tick below to indicate your consent to your data being shared in this way.**

I consent to my (or my child's) data being shared with DHA		
Title: Miss / Mrs/ Mr / Other	Address:	
Name:		
Date of birth:	Postcode:	
Telephone – Mobile/Landline:	E-mail address	

Hold and Overdue Notification – please tick your preferred notification method

Holds		Overdues	
E-mail (free)		E-mail (free)	
Self-manage (free)		Letter (charge applies if over 12)	
Letter (free for under 12's, charge applies if over 12)		Letter (free – under 12 only, charge applies if over 12)	

Validation for people aged 13 and over

I agree to obey library terms and conditions, to share data as stated above and I accept responsibility for items borrowed on my ticket.

Signature _____

Date _____

Validation for children aged 0 – up to 13th birthday (must be signed by child's parent/carer)

I agree to obey library terms and conditions, agree for my child's data to be held on the Library Management System, to share it as stated above and accept responsibility for items borrowed on this ticket

Signature of parent/carer _____

Date _____