

Derby Libraries Privacy Notice

How is your information used?

Derby Libraries holds your data for the purpose of recording and managing your library membership and your participation in our events, activities and courses. This data is processed using our membership forms and our electronic Library Management System.

The information we collect includes, but is not limited to:

- your name
- your address
- your date of birth
- your e-mail
- the books you have on loan
- your loan history
- any fines/charges currently on your account (if applicable)
- your fine/charge history (if applicable).

Your information will be processed in accordance with the Data Protection Act 2018 and the Derby Libraries' Membership Agreement Terms and Conditions. Your consent will be sought as and when required.

Who has access to this information?

- Derby Libraries staff for the purposes of recording and managing your membership
- Sirsi Dynix, our Library Management System (LMS) provider and host, has access to your information for the purpose of system maintenance only
- The East Midlands Library Consortium (EMLIB) is comprised of the following 6 local authorities – Derby, Derbyshire, Nottingham, Inspire (Nottinghamshire), Leicestershire and Rutland. In certain, limited book stock related circumstances EMLIB partners will be able to see your library ticket number only. However, they cannot access your full personal details as the LMS prevents them from doing so.

For further information about how your personal information will be used, please visit

<https://www.derby.gov.uk/site-info/privacy-notice/> 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 Agreement Form

To join Libraries you must provide acceptable name and address ID and allow Derby Libraries to process your data by entering it onto our Library Management System (LMS). Processing your data is necessary for the purpose of recording and managing your library membership and your participation in our events, activities and courses; it is not used for any other purpose. It is processed in accordance with the Data Protection Act 2018 and the Terms and Conditions of the Membership Agreement. No personal data is shared with any third parties other than the LMS supplier and this is for the purposes of system maintenance. If you use a Community Managed Library (CML), they will have access to your ticket number and profile (your profile is whether you are e.g. an adult or a child) but they will not have access to any personal information that may identify you.

Title: Miss / Mrs/ Mr / Mx /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 my data being processed under the terms and conditions of the Membership Agreement and I accept the Membership Agreement Terms and Conditions, including responsibility for items borrowed.

Signature _____

Date _____

Validation for children aged 0 – up to 13th birthday (must be signed by child's parent/carer) I agree to my child's data being processed under the terms and conditions of the Membership Agreement and I accept the Membership Agreement Terms and Conditions, including responsibility for items borrowed.

Signature of parent/carer _____

Date _____