

Privacy Notice for Bolton Library and Museum Services

**June 2018
V1.0**



Bolton Library and Museum Services

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- members of the public using Bolton Library and Museum Services

It describes how we collect, use and share personal information about you

- in relation to Bolton Library and Museum Services
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purpose(s)

We collect your personal information for the following purpose(s):

- in order to deliver and develop the services we provide to you
- to deliver lending services
- to deliver information and enquiry services
- to provide facilities to you e.g. computing
- to inform you about upcoming events and activities where you have consented for us to do so

Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you such as name, address, telephone number, email address.
- Date of birth
- Gender
- School
- Family relationship
- Loan transactions
- Charges incurred

- Reservations and requests
- Emergency contact details

Legal basis for processing

The legal basis for processing your personal information is:

- you have given your consent
- in the public interest or in the exercise of official authority
- performing or exercising obligations under law e.g. the Libraries and Museums Act 1964

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Library system suppliers (where they might host, support and maintain our systems, and/or process your data on our behalf).
- Consortium partners (if you choose to use your Bolton library card at other Greater Manchester Consortium libraries).
- We share information with the Police (and other investigation agencies) if a request for disclosure is made.

There may be certain circumstances where we would share without consent such as when we are required to do so by law for reasons of public safety, where someone is at risk of harm or in emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- Consortium partners (so you can use a library card from another Greater Manchester Consortium library to access our services).

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed in the guide below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details