

Privacy Notice for Bolton Libraries and Museums

**Reviewed Nov 2021
V2.0**



Bolton Libraries and Museums

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 the Bolton Libraries and Museums service

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

- In relation to the Bolton Libraries and Museum
- 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.

Purposes

We collect your personal information for the following purposes:

- In order to deliver our services to you
- to deliver and develop 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
- Loan transactions
- Charges incurred
- Family relationship
- Reservation requests
- Emergency contact details

Legal basis for processing

The legal basis for processing your personal information is:

- 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 management system suppliers (e.g. Sypdus, holding and processing your data, and is involved in supporting and maintaining our systems).
- Consortium partners (If you choose to opt for Consortium membership).
- We share information with the Police (and other investigation agencies) if a proper request is made.

There may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or 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 they can use a Bolton library card at other Greater Manchester libraries).

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 have certain rights 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 www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

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