



From mountain to sea

Privacy Notice - Library membership – Young People 13 - 16

Some personal information is collected and stored on the Library Computer System by Aberdeenshire Council when you join the library. Library staff need to know who you are and how to contact your parent or guardian about the items you have borrowed or ordered.

The computer system used by Aberdeenshire Council is looked after by Civica UK Ltd. The information about you on the system is stored safely by Civica in the UK.

Both Aberdeenshire Council and Civica UK Ltd obey the new General Data Protection Law being introduced to the UK on 25th May 2018.

The Data Controller is Aberdeenshire Council.
The Data Processor is Civica UK Ltd.

Your information is:

Being collected by Aberdeenshire Council

What personal information is held and how is it used?

When you join the library, the staff will ask you, or your parent/guardian, for some information to add to the library computer system. The information library staff need is:

- Your name and your parent/guardian's contact details (email, mobile or landline phone no) are collected so that messages can be sent about reservations or overdues.
- Your name and your parent/guardian's contact details (email, mobile or landline phone no) are collected so that messages can be sent about new books and favourite authors if you have signed up for this.
- A temporary address is collected if you are on holiday in the area and want to join Aberdeenshire Libraries.
- Your parent/guardian's address is collected to make sure you live in Aberdeenshire.
- Your parent/guardian's address is collected so that they can be sent a letter then a bill if you lose or do not return library items.
- Your date of birth is collected to make sure that you get the benefits of being a junior member (no fines on late books).
- Your date of birth is collected to make sure that you can only borrow DVDs for your own age group.
- The library staff record whether you are a girl or a boy so that they can collect information to improve the service.
- If you are at an Academy, your registration class and year group will be collected so that the School Librarian will be able to contact you about your loans.
- If you have lost or damaged a library item and it has not been paid for by a parent/guardian, the cost will be stored on your account.



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Data Protection Legal Information

The Legal Basis for collecting the information is:

Consent	
Performance of a Contract	✓
Legal Obligations	
Vital Interests	
Task carried out in the Public Interest	
Legitimate Interests	
Public Task	✓

The legal reason for collecting personal information is performance of a contract and legitimate interests. This means that if your parent/guardian does not agree to the terms in the Conditions of Membership, you will not be allowed to join the library.

Sharing your information

Your information will be shared with Civica UK Ltd who look after the Library Management System.

The services below look up your information on the library computer system to make sure you are a library member:

Overdrive – e-Book & e-Audio Book Service

Library Ideas – Freegal eMusic Service

Your name, borrower number, PIN, date of birth and membership category is passed on to the service below to make sure you are a library member if you want to use library computers:

Lorensbergs – Netloan PC Booking System

Your name and email you provide, internet ID (eg IP Address, Host Name, User ID) and chat content can be accessed by but not shared with the following third party if you sign in to the live chat function on the Live Life Aberdeenshire website. Live Life Aberdeenshire will retain your email address for the purposes of replying to your questions.

LiveChat Inc. – LiveChat on the Live Life Aberdeenshire Website

UK and USA. LiveChat Inc. are active participants in the EU-US Privacy Shield agreement. This participation will be reviewed periodically to ensure continued membership.

LiveChat

1 International Pl, STE 1400

Boston, MA 02110-2619

United States of America

Will the library computer system automatically make decisions about my library membership?

The library computer system will automatically send a message to your parent/guardian if you have ordered an item and it is ready to be collected.

The library computer system will automatically send out messages to your parent/guardian if items are not returned on time.

The library computer system will stop you from borrowing anything else if you do not bring items back after your parent/guardian has been reminded twice.



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The library computer system will automatically move you up to being an adult on your 16th birthday. The staff will ask you for your own email or phone number and your parent/guardian will no longer be responsible for your loans.

How long will my information be kept?

Your information will be kept on the library computer system for as long as you choose to be a library member. If you do not use your library membership for 2 years or more, your personal information will be erased.

Your rights

- You can cancel your library membership at any time. This will mean that your personal information is erased from the computer system.
- You can update or correct your personal information at any time.
- You can ask to see your personal information.
- You can transfer your personal information to another library if you move away.
- You can make a complaint to the Information Commissioner's Office.