

# **Leitrim Library Service Data Protection Privacy Statement**

This statement relates to our privacy practices in connection with library services and the Library Management System.

## **Security**

Leitrim Library Service takes its security responsibilities seriously, employing appropriate physical and technical measures including the use of a Staff Access Control system with audit controls and staff training and awareness. We have internal procedures and computer interfaced protective barriers to keep your information as safe and secure as we possibly can. We cannot, however, guarantee the privacy or confidentiality of any information, whether or not relating to you as the user, passing over the Internet via non-secured email.

## **Collection of Customer Personal Data**

In order for to provide you with the Library Service and a Single Management Library System services we collect and use the data relating to you as a library user. The only information that is collected by us is information which you chose to send us by email, information provided when opting to take out library membership online or information provided when logging on and using our online services. This data is used to manage and administer the library user's account and for operational reasons and includes:

- Your name
- Your address
- Your age range
- Your email Address
- Your mobile number

Any personal information volunteered will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Act 2018.

We will only share your data with other Irish Local Authority Libraries for the purpose of providing shared library services and a Single Library Management System and with trusted third parties who provide support to us and to the Single Library Management System and process data on our behalf in accordance with appropriate data sharing confidentiality agreements.

## **Lawful Basis**

The lawful basis for processing personal data through the Library Management System is that this processing is necessary for the performance of tasks carried out in the provision of a public library system.

The relevant legislation is set out in the following;

- a) Public Libraries Acts 1855 & 1947
- b) Local Government Act, 2001 – Part 9, Chapter 3 – Library and Archival Functions
- c) The Local Government Management Agency An Ghníomhaireacht Bainistíochta Rialtais Áitiúil (Establishment) Order 2012 – Statutory Instrument 290 of 2012
- d) Local Government (Miscellaneous Provisions) Act 2012 (Transfer of functions of An Chomhairle Leabharlanna) Order 2012 – Statutory Instrument 423 of 2012.

Data processing is also carried out in accordance with Article 6(1)(e) of the General Data Protection Regulation, 2016.

The information we collect and hold on you will be used to enable the provision of an effective library service, to fulfil requests for library material and to process payments, e.g., fees for services provided i.e. printing/photocopying.

We will only contact you if you have indicated that you wish to receive notifications in connection with the use of the service and wish to receive notifications for forthcoming library events.

## **Library Membership**

Membership expires annually and can be renewed at the request of the library patron. Any personal information provided will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts, 1988, 2003 and 2018. Data is shared with other Irish Local Authority Libraries for the purpose of providing shared library services and a Single Library Management System and other library related business. In addition, data is also shared with trusted third parties who provide support to us and to the Single Library Management System (LMS) and will process data on our behalf in accordance with appropriate data sharing confidentiality agreements.

The Library Management System (LMS) is currently provided and hosted by Civica Ltd. Civica Ltd is a global provider of library management systems. The privacy notice for this system can be found here:

[Data Privacy Notice | Civica](#)

## Disclosure of information to third parties

We share your personal information with other local authority public library services. The sharing of your personal information is primarily within the local authority public library service in the area that you live. One of the advantages of a national library service is that you may research and reserve a library item from a different local authority public library service.

The Local Government Management Association LGMA (Libraries Development) has arranged for library members to access six online resources provided by third parties as follows:

No.	Online Resource	Third Party Supplier per contract (click for link to privacy statement)
1.	E-Books	<a href="#">Privacy policy • Bolinda</a>
2.	E-Audio Books	<a href="#">Privacy policy • Bolinda</a>
3.	Magazines	<a href="http://company.cdn.overdrive.com/policies/privacy-policy.htm">company.cdn.overdrive.com/policies/privacy-policy.htm</a>
4.	Newspapers	<a href="https://care.pressreader.com/hc/en-us/articles/205818089-Privacy-Policy">https://care.pressreader.com/hc/en-us/articles/205818089-Privacy-Policy</a>
5.	Language Learning	<a href="#">Privacy Policy   Transparent Language</a>
6.	Courses	<a href="#">Online Course: Securing Your Data and Privacy (universalclass.com)</a>

The Libraries Ireland privacy Statement can be found here

<https://www.librariesireland.ie/privacy-policy-and-accessibility-statement>

Leitrim County Council's Library Service has arranged for library members to also access the following online resources provided by third parties as follows:

1.	Touch-type Read and Spell (TTRS)	<a href="#">Privacy Policy   Touch-type Read and Spell (TTRS)</a>
2.	LOTE4Kids	<a href="https://lote4kids.com/privacy-policy/">https://lote4kids.com/privacy-policy/</a>
3.	Wordshark	<a href="#">Privacy Policy, all products, for Schools/Tutors - Wordshark &amp; Numbershark</a>

These third parties are data controllers in their own right. They will collect personal data about you including your library card for their own purposes. Neither LGMA (Libraries Development) nor Leitrim County Council share your personal data with these third parties. LGMA (Libraries Development) and Leitrim County Council do allow them to check certain information items against the Library Management System in order to confirm their validity. You should refer to the privacy statements of each of the listed third parties for their privacy information about what they do with their data and what rights are available to you. LGMA (Libraries Development) and Leitrim County Council produce aggregate reports on the usage of these systems. Your data will not be passed to any third-party for their own independent marketing purposes.

Leitrim County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date. In addition, if the data held by us is found to be inaccurate you have the right to rectify / correct this. If you find that personal data that we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by calling in to any of our 8 branch libraries, by e-mailing us at [leitrimlibrary@leitrimcoco.ie](mailto:leitrimlibrary@leitrimcoco.ie) or by writing to us at Leitrim Library Service HQ, Main Street, Ballinamore, Co. Leitrim.

This Privacy Policy is a living document that will be reviewed, edited and updated on a regular basis. Changes to the policy will be posted on the library section of Leitrim County Council's website [www.leitrimcoco.ie](http://www.leitrimcoco.ie)

