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Reg. Charity No. 1181213

www.thomaspoolelibrary.co.uk

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**Data Protection Policy**

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| Policy owner | Date approved | Approved by | Next review date |
| C Christie |  |  | June 2025 |
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* Our partnerships on data

**DATA PROTECTION POLICY**

1 The Thomas Poole Library, Nether Stowey is committed to protecting the legal rights and privacy of those whose personal data it holds. This personal data will be collected and handled securely.

2 The Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR) govern the use of personal data.

3 The Trustees and Committee of the Thomas Poole Library and the library volunteers are personally responsible for processing and using personal data in accordance with the DPA and UK GDPR, and will comply with this Data Protection Policy. Any breach of this policy may result in further action.

4 There are two ways in which data is collected, stored and used:

* by Somerset Library Service when you register to borrow books and use library facilities and services, and those services of the Libraries West Consortium (see below)
* by Thomas Poole Library to provide an information service to its members, to organise its volunteer rota and associated communications about events and news.

Somerset Library Service and Thomas Poole Library are also part of the Libraries West Consortium for the purposes of book reservations, borrowing and returns.

**The legal basis for the Thomas Poole Library’s Data Protection Policy**

5 This is ‘legitimate interests’, defined by the DPA as using people’s personal data ‘in ways that they would reasonably expect’. The Thomas Poole Library uses people’s personal data collected to provide an efficient library service through Somerset Library Service and Libraries West Consortium, to manage its volunteers, and to inform library users and members about events and activities organised by the Thomas Poole Library.

**What personal data is collected?**

6 When you register to become a TPLNS member you will be asked to provide:

Name

Address

Date of birth

Email address

Telephone number

This is similar but separate to the details you are asked to provide to register as a user of Somerset Library Service.

**Where is personal data stored?**

7 The data you provide is stored on the password-protected computer systems of Somerset Library Service, Libraries West Consortium (see partnerships section below); on the password-protected server of the Thomas Poole Library; and on the password-protected personal computers of the Trustees and Management Committee members of the Thomas Poole Library. For the purposes of providing library services, access described above is permitted through individual duty volunteers’ password-protection onto the library system, and through the personal password protection mentioned above.

**The Thomas Poole Library website**

8 The Thomas Poole Library obtains anonymised analytical information from its website to improve its service and information to the public. For example, it might wish to find out how popular a certain page or item is. This information is purely statistical. It is not possible for the Thomas Poole Library or its service providers to access personal data from anyone’s use of the website.

**Data Sharing**

9 The Thomas Poole Library will not share personal data it holds on its server or password protected computers with other organisations for marketing, market research, or commercial purposes. It will not pass on personal data to other websites.

**Subject Access Request**

10 You have the right to make a Subject Access Request (SAR) to find out what information the Thomas Poole Library holds on you, where it is held, and what it is used for; and also to have data corrected or to prevent its use. Any SAR will be dealt with within 30 days. You can find out how to make a request at ico.org.uk

11 You also have a right to complain to the regulator at <https://ico.org.uk> if you think that the Thomas Poole Library has not dealt with your information in a proper manner.

**Partnerships**

12 The Thomas Poole Library has a Community Library Partnership (CLP) agreement with Somerset Council, which runs the Somerset Library Service. This agreement includes a section on privacy and data protection. A copy of the CLP agreement and associated Somerset Council Data Protection Policy is held at the library.

13 The Thomas Poole Library shares information and computer software (which includes membership and borrowing records) with the Somerset Library Service and the other members of the Libraries West Consortium. Their data protection and privacy notices can be found at:

Libraries West Consortium Privacy Policy can be seen here [Privacy policy - LibrariesWest](https://www.librarieswest.org.uk/privacy-policy).

Somerset Council Privacy notice can be seen here: [Privacy notices (somerset.gov.uk)](https://www.somerset.gov.uk/finance-performance-and-legal/privacy-notices/)

14 If you have any queries, please contact:

Data Protection Officer, The Thomas Poole Library, Castle Street, Nether Stowey TA5 1LN dataprotectionoffice@thomaspoolelibrarynetherstowey.org.uk