

Privacy Notice – Sefton Library Service

What information do we collect about you?

- We collect the information you provide upon joining, which is contact information and equalities data. This information is retained for the duration of your membership; the information is not shared with any other sefton department or partner organisations.
- Our library management system retains information about the books you borrow. This information will allow you to check if you have borrowed a specific book on a previous occasion; it is not used for any other purpose.

The lawful basis on which we use this information

Sefton's libraries have a lawful basis to hold your membership details as the information is required for us to complete a public task, specifically the loaning of council assets to a library member. A name and address are required to ensure the return of items loaned. Free loaning of books is a statutory requirement of all public libraries under the Public Libraries and Museums Act 1964. The equalities data we hold about you is to ensure we meet our statutory duty under the section 149- the public sector equality duty – of the Equalities Act 2010.

How will we use the information we have about you?

- We will only use the information we hold about you for library use -
 - To enable you to borrow items.
 - To enable you to access the our public computers
 - To contact you in response to any queries you have raised with us, to inform you about books you have reserved or to tell you about any fines you have accrued.

Marketing

- With your permission, we would like to contact you via email, to tell you about library activities and events. When you join the library you are asked if you are happy to receive marketing information. If yes, you will be asked to select which type of marketing you would like to receive from the following list :-
 - Library reading and /or poetry group information
 - Author visits
 - Local history talks, or events
 - Computer classes or 1-2-1 sessions
 - Children's activities and events
 - Exhibitions
 - MerseyNow Sefton – Council and Community Information

- Any other library based activity

At any point you can ask the library service to stop sending you information. You can do this in person at the library desk, via email, or over the phone.

Requesting access to your personal information

You have the right to request a copy of the information we hold about you. If you would like a copy of that information please call into any Sefton Library – identification will be required.

You also have the right to:

- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- the right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

We want to ensure that the information we hold about you is correct. Periodically we will ask you to confirm the information on record is accurate.

How to contact the library service:

The easiest way to contact the library service is through your local library. Details of opening hours, email addresses and phone numbers are available on our website - <https://www.sefton.gov.uk/libraries>

For general queries you can also email – library.service@sefton.gov.uk

Social Media

To find out more about Sefton Libraries activities and events you can follow us social media:

Facebook Sefton Libraries Bookface

Twitter @seftonlibraries

Information about our social media followers will not be shared with any third party organisation. However, as our pages are in the public domain and there are no restrictions on who can follow us, comments you post on our pages will therefore be seen by other followers.