



BMBC PRIVACY NOTICE

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when the Council collects your personal information. This notice applies to information the Council collect in relation to Barnsley Libraries.

Stage one: Who are we?

Our libraries are a welcoming hub for the community where you can meet, learn, discover and access services. Whether you want to get online, join in with activities and events, borrow a book or need somewhere to study, you're sure to find something for you.

Stage two: What type of information we will collect from you

In order to join the library service and receive a library card we need to collect the following information:

- Personal Information such as name, address, DOB, phone number and email address
- Special category information such as gender, ethnicity and whether you have any disabilities

We will not collect any information from you that we do not need to provide and oversee this service to you.

Stage three: Why do we need your personal information

We will use your information to:

- register you with the libraries service and provide you with a library card
- allow you to book library resources, including rooms and computers
- enable us to carry out specific functions for which we are responsible
- assess performance and to set targets

Stage four: How we will collect your personal information

Personal data is collected via the online form or in person at one of the libraries.

Stage five: Our Legal Basis for processing your information

We collect and use your information under:

Article 6 (1)(a) – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Article 9(2)(a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where domestic law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Stage six: Why we may need to share your information

The Council will not share your information with anyone without consent unless the law and/or our policies allow us to do so for example, in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

Stage seven: Who we may share your information with

The library service does not regularly share your personal data with any other parties. If there is a need to share personal data it will be done so with your consent or where the law states that we can.

Stage eight: How long will your information be kept?

Library memberships expire after 3 years, if they are not renewed within 2 years of expiry your personal information will be deleted. For more information on our retention schedule please visit [Barnsley Metropolitan Borough Council privacy notice](#)

Stage nine: What will happen if you fail to provide personal information?

If you fail to provide personal information you will not be able to register with the libraries service or use the facilities available.

Stage ten: How to access and control your personal information

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we

maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk