

# **THE THOMAS POOLE LIBRARY, NETHER STOWEY**

Reg. Charity No. 1181213

## **DATA PROTECTION POLICY**

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

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

The 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 GDPR, and will comply with this Data Protection Policy.

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

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 to provide an efficient library service, to manage its volunteers, and to inform library users and members about events and activities organised by the Thomas Poole Library.

### **Where is personal data stored?**

On the password-protected computer systems of LibrariesWest (see Partnerships section below); on the password-protected server of the Thomas Poole Library website; and on the password-protected computers of the Trustees and Committee members of the Thomas Poole Library.

### **The Thomas Poole Library website**

The Thomas Poole Library obtains analytical information from its website to improve its service to the public; it might wish to find out how popular a certain page or item is, for instance. This information is purely statistical. It is not possible for the Thomas Poole Library to glean personal data from anyone's use of the website.

## **Data will not be shared**

The Thomas Poole Library will not share personal data with other organisations for marketing, market research, or commercial purposes. It will not pass on personal data to other websites.

## **Subject Access Request**

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 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**

The Thomas Poole Library has a Community Library Partnership (CLP) with Somerset County Council, which runs the Somerset Library Service; this includes a section on data protection. A copy of the CLP is held at the library and can also be read on the Thomas Poole Library's website.

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 LibrariesWest Consortium. Its data protection policy can be seen at the Thomas Poole Library; at the LibrariesWest libraries (those in the Bath and North East Somerset, Bristol, Dorset, North Somerset, Poole, Somerset, and South Gloucestershire county council areas); and on the LibrariesWest website, [librarieswest.org.uk](http://librarieswest.org.uk) (scroll down to find the LibrariesWest Privacy Notice).

If you have any queries, please contact:

Data Protection Officer, the Thomas Poole Library, Castle Street, Nether Stowey TA5 1LN  
[dataprotection@fonsl.org.uk](mailto:dataprotection@fonsl.org.uk)