

NCL Data Protection Policy

Reviewed and updated July 24

Introduction

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- processing is fair, lawful and transparent
- data is collected for specific, explicit, and legitimate purposes
- data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- data is not kept for longer than is necessary for its given purpose
- data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- we comply with the relevant GDPR procedures for international transferring of personal data

Your personal data – what is it?

Your personal data is any information which identifies you, or which can be identified as relating to you personally. We'll only collect the personal data that we need.

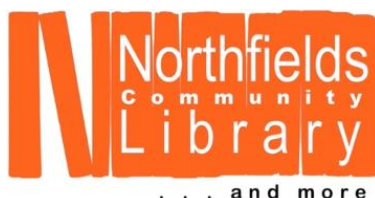
We collect personal data in connection with specific activities such as:

- Names
- Postal addresses
- Email addresses
- Telephone numbers
- Age, by group
- Ethnicity
- Availability
- Bank details
- Emergency contact details for a next of kin or family member

You can give us your personal data via our website, volunteering forms, fundraising responses, emails and telephone calls.

Who are we?

Northfields Community Library Board of Trustees is the data controller for personal data provided for use by the Charitable Incorporated Organisation named Northfields Community Library. For this information, Northfields Community Library Board of Trustees decides how your personal data is processed and for what purposes.



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Northfields Community Library IS NOT the data controller for data provided to Ealing Council Library Services, including information provided in applications for Ealing Library Services Cards. This data is controlled by Ealing Council Library Services and Northfields Community Library does not electronically store or have access to that personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public at Northfields Community Library as specified in our Constitution;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at Northfields Community Library.

How do we process your personal data?

Northfields Community Library Board of Trustees complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Processing for communications and fundraising is carried out by Beacon CRM and Mailchimp. More detailed information on volunteers is also processed by 3 Rings.

What is the legal basis for processing your personal data?

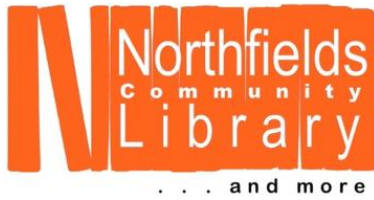
- Explicit consent of the data subject so that we can keep you informed about news, events and activities
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used by volunteer staff to inform you of news, events and other activities at the library and in your local community. We will not share your data with third parties outside the Northfields Community Library without your consent.

How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guidelines of the Information Commissioners' Office (ICO). Specifically, we retain personal data for as long as it is required for the purpose it was collected.



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Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Northfields Community Library Board of Trustees holds about you
- The right to request that Northfields Community Library Board of Trustees corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Northfields Community Library Board of Trustees to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office
- **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Chair, Northfields Community Library Board of Trustees, Northfields Community Library, 255A Northfield Ave, Ealing, London W5 4UA

Email: getintouch@northfieldscommunitylibrary.org.uk

NB: You can contact the Information Commissioners Office on 0303 123 1113, via email at <https://ico.org.uk/global/contact-us/email/> or at the Information

Agreed by: Northfields Community Library Board of Trustees Signed by: Tanya White Date: July 2024
