

FRIENDS OF HADDENHAM LIBRARY

7 Station Rd, Haddenham, Cambridgeshire CB6 3XD

Library services data protection and privacy notice

1. Data protection principles

The database of Library Friends is held by the Trustees in accordance with its responsibilities under The Data Protection Act 2018 and GDPR 2018. Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

- a. This policy applies to all personal data processed by the Friends of Haddenham Library.
- b. All trustees shall take responsibility for the organisation's ongoing compliance with this policy.
- c. This policy shall be reviewed annually, or as legislation changes.

3. Lawful, fair and transparent processing

- a. Individuals have the right to access their personal data and any such requests made to the organisation shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the organisation will be done on the lawful basis of legitimate interests and used solely for the purposes associated with Friends' activities, such as notifications of meetings. (see ICO guidance for more information).

5. Data minimisation

- a. The organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. The organisation shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the organisation shall remove all personal data of anyone who is no longer involved in the work of the Friends of Haddenham Library within 12 months.

8. Security

- a. The organisation shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

10. Data processing for service-users

Personal details of users of the library service are stored by Cambridgeshire Libraries and processed in accorded with their privacy notice, more details of which can be found here:

<https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing/privacy-statement/library-service-privacy-notice>