



## Library Privacy Notice

The South and West Information Management System library management system (SWIMS) is made available by the Library and Knowledge Service (LKS) at Northern Devon Healthcare NHS Trust. SWIMS is used:

1. to record contact details for the purposes of loaning of library stock
2. to record loans of stock to users
3. to send notifications to users about their loans
4. to provide management information for library staff on usage and membership

This privacy policy explains:

1. what personal data we hold about you on SWIMS and why we hold it
2. how you can find out what data we have, and have that data updated or deleted
3. who may have access to your data
4. how your data is processed and stored
5. how long your data is retained
6. how you can request that we stop contacting you about your library registration and loans

If you have any concerns related to this privacy policy, or have any queries about the use of your personal data, please contact: [ndht.library@nhs.net](mailto:ndht.library@nhs.net)

### **What personal data we hold about you on SWIMS and why we hold it**

We store your contact data so that we can contact you if we need to about the library stock we loan to you.

We store your name, work address, email address(es), phone number(s), employer's name, employer's location, job role, and course and academic institution where relevant.

We also separately store your home address, email address and phone number, as a scanned copy of your registration form, on a secure computer drive. You can view this information by applying to the library.

#### **How you can find out what data we have, and have that data updated**

To see limited data that we hold about you, you can log in to our library management system at <http://www.swims.nhs.uk/> using the number on your library card or registered email address to set a PIN. To see full data, please contact: [ndht.library@nhs.net](mailto:ndht.library@nhs.net)

#### **Who may have access to your data**

Your data is accessible to NHS library staff in the South of England who use the SWIMS system to manage library stock and loans. In addition your data is accessible to the system supplier and system manager who provide and manage the SWIMS system. Staff at all organisations work in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

We will share your data with others where required to do so by law. We will never sell your data to anyone, or share it in a way not described in this notice without your permission.

#### **How your data is processed and stored**

Your data is added to SWIMS by us, at your request and on your behalf. You complete a registration form, and then we input the data on the form into the SWIMS system. If you notify us of a change to your data, we update the SWIMS system accordingly.

Your data is stored within the UK.

Technical safeguards are in place to help ensure that your data is kept safe and only disclosed to people who are authorised to view it.

#### **How long your data is retained**

Your data is kept for as long as you are an active library member, i.e. borrowing books. If you cease to be an active member we will delete your data a maximum of two years after you have ceased to be active, or sooner if you inform us that you wish us to delete it.

We securely destroy any personal data about you when it is no longer of use.

#### **How you can request that we stop contacting you about your library loans**

If you wish to stop receiving communications from us about your library loans, please contact: [ndht.library@nhs.net](mailto:ndht.library@nhs.net)

*Adapted by the Library at Northern Devon Healthcare NHS Trust. July 2020.  
Agreed by the Trust GDPR Officer.*