



# SCHOOL LIBRARY SYSTEMS

PRIVACY



## 1. General

Our long-established ethos of developing and harnessing lasting relationships based on trust and mutual respect, ensures that School Library Systems will do everything reasonable within its power to ensure that your right to privacy is maintained, protected and where possible enhanced.

SLS will use appropriate technical and organisational measures to protect any 'personal data' (as such term is defined in the Data Protection Act 1998 (the "DPA") and General Data Protection Regulation ("GDPR") that are hosted by SLS pursuant to this Agreement against unauthorised or unlawful processing or accidental loss, destruction or damage).

SLS is Registered under the 'Data Protection Act; **Registration Number ZA296453** - and we are therefore bound by the Act to be compliant, assuring you of the confidentiality applied to the information we process on your behalf

This privacy notice lets you know what happens to any personal data [data of borrowers (pupils, staff and other 'borrowers' in your library management system] that your school give to us, or any that we may collect from your school. It applies to all products and services, and instances where we collect your personal data.

This privacy notice applies to personal information processed by or on behalf of School Library Systems Ltd ("SLS").

### Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website.

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## 2. What kinds of personal information do we process?

**Personal** information that we'll process in connection with the provision of a school Library Management System ("LMS"), includes:

- **Required personal details:** Surname, Initial or First Name
- Optional personal items you can supply (for statistical purposes): date of birth and gender.
- To enhance reporting or functionality you can optionally supply a pupil reference (e.g. from your school MIS) and contact email (pupil and/or guardian/other).



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### 3. What is the source of your personal information?

SLS obtain personal information from the following general sources:

- From you (the school) via stand-alone files sent/emailed or input directly by users of the library management software.

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### 4. What do we use your personal data for?

We use the personal data you provide, including any of the personal data listed in section 1 above, for the following purposes:

- For the purpose of providing a workable school library management system to you.

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### 5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal bases to use your personal data:

1. **Where it is needed to provide you with our products or services.**
2. Where **it is in our legitimate interests to do so**, such as:
  - a. To perform and/or test the performance of, our products and services.
3. To comply with our **legal obligations**
4. With your **consent or explicit consent**:
  - a. For some sharing of data (e.g. book reviews and reading statistics) with other schools using our library management system (\* currently this is not used)



## 5. When do we share your personal information with other organisations?

- a. We do not share information with the any third parties (except in option 4 above)

## 6. How and when can you withdraw your consent?

Where we're relying upon your consent to process personal data, you can withdraw this at any time by contacting us using the details below.

## 7. Is your personal information transferred outside the UK or the EEA?

- a. Data is based in the UK only.
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## 6. What should you do if your personal information changes?

You will have access to the personal data we hold and can delete and update accordingly via the LMS without our assistance.

If there is any other data that you cannot delete or amend you can contact us and we will carry out your desired actions as required.

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## 7. Do you have to provide your personal information to us?

Certain personal data is essential (borrower name) as we are unable to provide you with a workable library management system if you do not provide certain information to us. In cases where providing some personal information is optional, we'll make this clear.

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## 8. For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs.
- For as long as we provide goods and/or services to you.



## 9. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from May 2018.

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the “right to be forgotten”)
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)
- Rights in relation to **automated decision making which has a legal effect or otherwise significantly affects you**

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us using the details below.

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## 10. Do we use your personal data for marketing?

We do not use any of your data [data held within the LMS] for any type of marketing.

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# PRIVACY

## Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can contact us by email ([info@easylib.co.uk](mailto:info@easylib.co.uk)).