

Keele Library Data Protection Statement

Your right to privacy is important to us. The data you have supplied on registering with the University and arising from your use of the Library's services are held under the terms of the Data Protection Act 1998. The Act gives you the right to see personal information the Library holds on you.

Usage of Data

- In order for the University Library to carry out all its functions, relevant data may be disclosed, as deemed necessary, to academic schools, the University's administrative functions or in connection with the University governance.
- Personal data held on file will be reviewed and updated periodically to ensure that they are accurate and up to date. We would urge you to inform the University immediately if any of the personal data we hold about you is out of date, so that it can be amended accordingly.
- Data will be held for a minimum of two years after membership of the University expires, unless there are any outstanding invoices or matters relating to a breach of the University Library regulations when relevant case records may be held for a minimum of six years.
- *Library Staff are not able to divulge data to third parties relating to your loans or your status at the University. This includes undertaking renewals or paying fines on your behalf. The Library is keen to strike a fair balance between your personal privacy and ensuring that you obtain full value from the services that we provide but we are only able to undertake transactions relating to your personal information if you have previously given written consent to permit this via an approved route. Verbal requests or confirmations are not sufficient.*
- *The Library reserves the right to ask relevant security questions in order to verify the identity of users before undertaking transactions on your behalf, especially if you are not present in person or are not in possession of a Keele card or other valid Library card. Valid cards must always be shown before borrowing material.*
- Data supplied on copyright declaration forms may be required to be disclosed to copyright owners or a court of law in connection with any proceedings relating to copyright infringement.
- NHS members, or those registering on behalf of an external organisation, may also have their data disclosed to their employer in cases where there are matters relating to breach of the University Library regulations. The details of users registering under reciprocal access arrangements may be disclosed to the co-operating library.

The University's data protection policy is available at:

<http://www.keele.ac.uk/media/keeleuniversity/paa/governancedocs/Final%20DPA%20Policy.pdf>