Trustees
Current Chair: Resh Kandola

Hathern Community Library Fair Processing Notice

Purpose

To meet the requirements of the new Data Protection Act 2018.

Principles

The 6 new principles of the new data protection Act 2018 are shown below:

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; and

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."

Article 5(2) requires that:

"the controller shall be responsible for, and be able to demonstrate, compliance with the principles."

Policy Statement

The information that anyone provides to Hathern Community Library (Charity No 1163357) will be processed by Hathern Community Library (Charity) for the purpose of:

1. Their details will be shared with the members of the Hathern Community Library (Charity) in connection with the business of Hathern Community Library (Charity) and Hathern Community Library.
2. In connection with fund raising and event activities for Hathern Community Library (Charity) and Hathern Community Library.

Scope and responsibilities

The use of data is the responsibility of all Trustees and will be managed by the Secretary who will hold electronic and hard copies of this data.

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Hathern Community Library (Charity) Fair Processing Notice

The information that you provide on this form will be processed by Hathern Community Library (Charity) for the purpose of:

1. Your details will be shared with the members of the Hathern Community Library (Charity) in connection with the business of Hathern Community Library (Charity) and Hathern Community Library.
2. In connection with fund raising and event activities for Hathern Community Library (Charity) and Hathern Community Library.

Hathern Community Library (Charity) are the Controllers.

The personal data that you provide will be stored within the United Kingdom and in accordance with the Data Protection Act 2018. The controller will not store personal data outside the European Economic Area.

Under the Data Protection Act 2018 as a Data Subject you have the following rights:

1. Right to be Informed: You will be kept informed of the processing of your information should the purpose change.
2. Right of Access: You have the right to review your personal data at any stage by contacting the Secretary at Secretary@hatherncommunitylibrary.org
3. Right to Rectification: You have the right to obtain from the controller without undue delay the rectification of any inaccurate or incomplete personal data by contacting the Secretary at Secretary@hatherncommunitylibrary.org
4. Right of Erasure: You have the right to request any personal data that we have collected about you during your Volunteering Services with the HCL to be removed where there is no compelling reason for its continued processing. Should you wish to exercise this right please contact Secretary@hatherncommunitylibrary.org
5. Right to Restrict Processing: You have the right to request the restriction of the processing of your personal data in the event of a challenge or objection to the data that we hold about you, until the challenge or objection is resolved. Any objections to the processing of your personal data should be sent to Secretary@hatherncommunitylibrary.org
6. Data Portability: You have the right to obtain an electronic copy of the data that we hold about you.
7. Right to Object: You have the right to object to the processing of your personal data on the grounds relating to your particular situation. Should you wish to make an objection please contact us at Secretary@hatherncommunitylibrary.org
8. Automated Decision Making: HCL will not use automated decision making process.

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Please tick below:

I give my consent for the processing of my personal information as described in this fair processing notice and to administer my personal record [ ]

Direct marketing: I give my consent for Hathern Community Library (Charity) to send me information in connection with its activities [ ]
If you wish to withdraw your consent for the processing of your personal data please contact the Secretary at Secretary@hatherncommunitylibrary.org

Print name_____Signed_____Date_____

Contact details for Controllers: Secretary@hatherncommunity.org
Hathern Community Library
Green Hill
Loughborough
LE12 5LF

Tel: 0116 305 3605

Should you wish to complain about the way that the Controllers have managed your information you have the right to lodge a complaint with the Information Commissioners Office (ICO) via: **https://ico.org.uk**