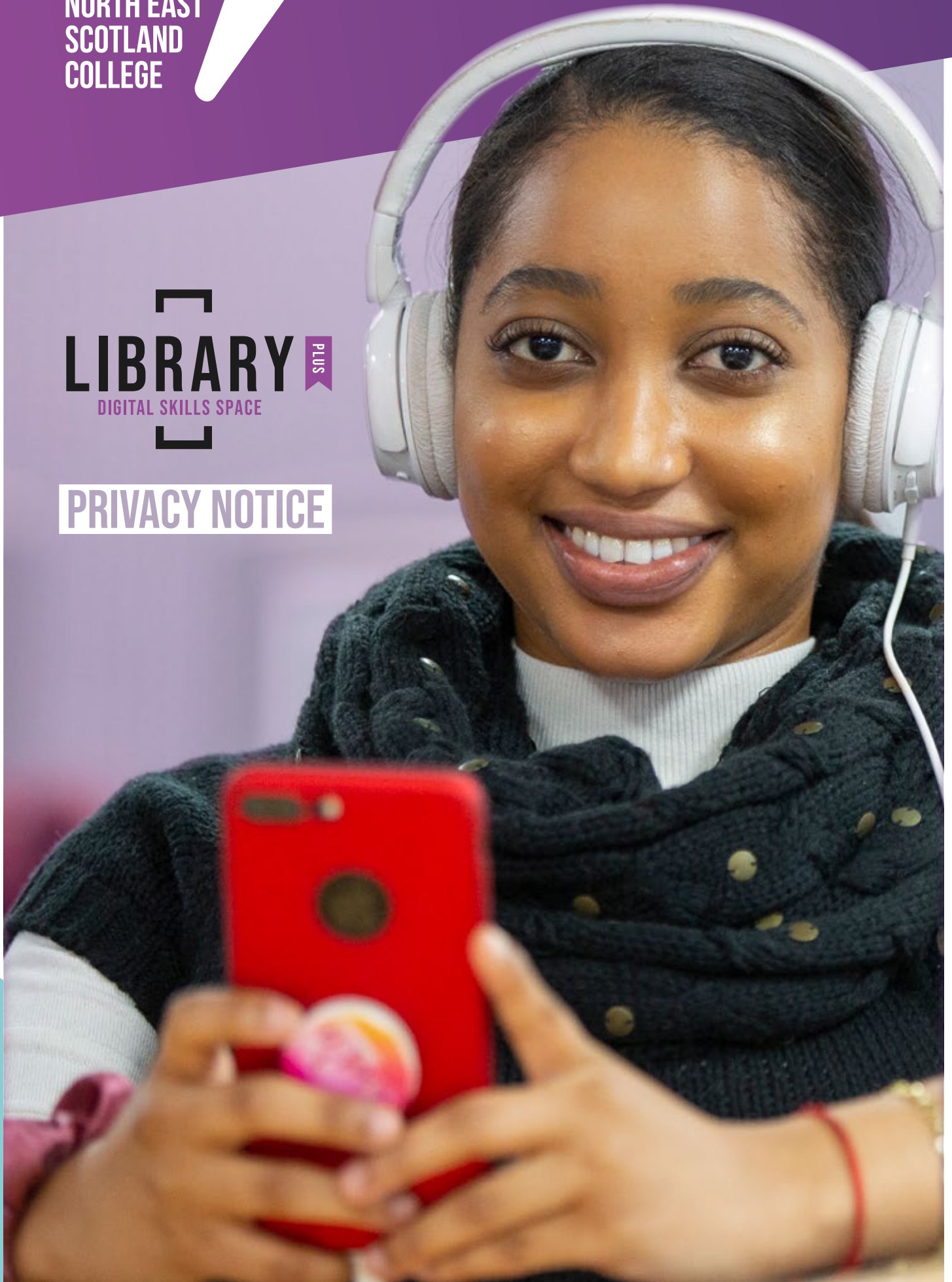


**NORTH EAST
SCOTLAND
COLLEGE**



LIBRARY PLUS
DIGITAL SKILLS SPACE

PRIVACY NOTICE



North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our Library+ privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

WHO ARE WE?

North East Scotland College (NESCol) is responsible for looking after the personal data you give us when joining Library+. We are known as the 'data controller'. Our address is:

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Our Data Protection Officer (DPO) is Jacqueline Gillanders and you can contact her by email at: dataprotection@nescol.ac.uk

WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

We use your personal data to record the details of any library stock items that you borrow in our Library Management System (LMS). Our LMS will send automated e-mails to the e-mail address in your library account in relation to loan reminders, overdue notices, expiry date alerts and reservations.

We may also use your email to contact you separately from the automated LMS process in regard to information about your library account.

Your borrower history is stored in our LMS. Library staff can see the items you have borrowed in the past and details of any overdue charges applied to your library account.

OUR LAWFUL BASIS FOR THE PROCESSING

Our lawful basis for processing data about you in relation to Library+ is 'contract'.

(GDPR Article 6(1)b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

For NESCol Staff we collect your name, your e-mail address, your ID badge number, and your NESCol username.

For NESCol Students we collect your name, your student number, your email address, your home address and your course.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

For staff we collect this information from you when you join the library.

For students this data is automatically uploaded from the students records system.

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

Library Staff, with password protected access to the LMS, will have full access to your data.

Your data is also accessible to OCLC, the company who provide our LMS. They can remote access our LMS for the purposes of support and maintenance.

Your data will never be shared with any third party external to NESCol or OCLC.

HOW LONG DO WE KEEP YOUR DATA?

Your data will be deleted from our LMS during the summer after you have left NESCol, if there are no outstanding items on your library account. An annual check of all library records is carried out to ensure that we do not retain your data unless there is a good reason for doing so (for example, you have not yet returned all library items).

YOUR RIGHTS

You have legal rights about the way the College manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask the college to change any data held about you that is incorrect or incomplete
- Ask the college to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask the college to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask the college for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The College website has more information on your rights (www.nescol.ac.uk/dataprotection) and you can also contact our Data Protection Officer for help.

DPO AND CONTACT DETAILS

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the College's Data Protection Officer in the first instance:

Jacqueline Gillanders

Data Protection Officer

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Email: dataprotection@nescol.ac.uk

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at www.ico.org.uk



T: 0300 330 5550
E: enquiry@nescol.ac.uk

Recognised as a Scottish charity – number SCO21174



www.nescol.ac.uk