

East Sussex Healthcare NHS Trust Library and Knowledge Services (ESHT LKS)

Privacy Policy May 2018

This privacy policy sets out how ESHT LKS uses and protects the personal information that you give us when you join the library.

The personal information you provide to us will only be used in accordance with this privacy policy. We do not share, sell or use the information in any other way. If we change our policy we will alert you by email.

What we collect as a Library Service

ESHT library service collects the following personally identifiable information (PII):

- Name (including title)
- The organisation that you work for
- Contact information - work address, home address, work email and/or personal email, phone number, and (if you are on placement) the name of the relevant external organisation
- Where relevant, we also ask for the date you will be leaving, following a placement or rotation
- Role and job title

If you specifically request current awareness services we also collect information about your professional interests.

Using your personal information

With your consent when you join the library, the information is used:

- To register you as a library member on our Library management system (Symphony from Sirsi Dynix) and on KnowledgeShare
- To manage your use of library services and resources
- To contact you about the services and resources you request as a library member (e.g. literature search, books or articles)
- To evaluate the library services and resources available to you through your membership of the library
- To inform and update you about library services and resources

The above activities are necessary to deliver and monitor the service you require as a library member. This is covered by articles 6(1) (e) and 9(2)(b) in the General Data protection Regulation (GDPR) and Data Protection Act (DPA18)

In addition you may have requested current awareness and alerting services. You can opt out of these services at any time as detailed below.

How we store and/or share your information

For internal use by ESHT Library staff, your details are held on paper membership records kept in a locked file. You can ask to see these at any time and correct the information held if necessary. Email esh-tr.libraryservices@nhs.net

SirsiDynix (Symphony) and Brighton and Sussex LKS (KnowledgeShare) are our data-processors – we use their software systems to manage ESHT library information. The data is kept in secure environments on servers outside of ESHT. The data-processors hold contracts with Health Education England Library and Knowledge Services, and are bound by data-protection legislation and by the contract to protect your personal information.

SirsiDynix for the Symphony Library Management System, has a privacy statement at <http://www.sirsidynix.com/privacy>

KnowledgeShare has a privacy statement at

https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy

We may share your information with another library service if you move organisations, and you will receive an email notification if this happens.

We would only share your personally identifiable information in any other way if required by law to do so, or if additional consent from you had been obtained.

Accessing and changing the personal information we hold, and opting-out of current awareness.

You can check the information held on our Library Management System (SirsiDynix Symphony) by logging in at http://secn3.ent.sirsidynix.net.uk/client/en_GB/default/ with your membership number and your PIN number. Email esh-tr@libraryservices@nhs.net to request a change, or if you need reminding of your pin and membership number.

You can check (and change) the information held on you on KnowledgeShare by logging into your account with your OpenAthens password at <https://www.knowledgeshare.nhs.uk/>.

If you have asked the library for alerts or “table of contents” from specific journals you can opt out by emailing the library on esh-tr.libraryservices@nhs.net.

We will keep your information for as long as you are making use of NHS library and knowledge services and up to a maximum of a further five years of inactivity (in case you return to using the services after a break); unless the information is held in documents that legally have to be kept longer (e.g. Copyright declarations). The library will only store as much information about you as is required, and will securely destroy any personal information about you when it is no longer of use.

Please contact esh-tr.libraryservices@nhs.net with any queries.