



## Illingworth Library Privacy Policy

We are committed to protecting the privacy of people whose data we hold. This policy lets you know what personal information we collect, how we use it and how we safeguard it.

The Library Management System (Cirqa) provided by IS Oxford is used by the Illingworth Library for the following:

- to record contact details for the purposes of loaning of library stock
- to record loans of stock to users
- to send notifications to users about their loans
- to provide management information for library staff on usage and membership.

This Privacy Policy explains:

- what personal data we hold about you and why we hold it
- How your data is processed, stored, accessed and updated
- What we do with your information
- How long your data is retained

### What personal data we hold about you on and why we hold it

We store your contact data so that we can contact you if we need to about the library stock we loan to you.

We store your name, work and/or home postal address, email address(es), phone number(s), job role, and course and academic institution where relevant.

We also store copyright forms which have been used to request journal articles or books.

### How your data is processed, stored, accessed and updated

Your data is added to Cirqa by us, at your request and on your behalf. You complete a registration form, and then we input the data on the form into the Cirqa system. If you notify us of a change to your data, we update the Cirqa system accordingly. You may request to see the data we hold by contacting the library.

Your data is stored within the UK.

Technical safeguards are in place to help ensure that your data is kept safe and only disclosed to people who are authorised to view it. Information you submit online or share with us by email, can never be 100% secure. Any information you share in this way is communicated at your own risk.

Copyright forms are stored in a locked cupboard.

### What we do with your information

We will email you in order to communicate with you about services you have requested.

### Sharing your information with others

We work with IS Oxford to:

- store the information held on the Cirqa
- develop the software and fix bugs

IS Oxford is provided with access to your information in order to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures. We will share your information with others where required to do so by law. We will never sell your information to anyone, or share it in a way not described in this notice without your permission.

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### How long your data is retained

Your data is kept for as long as you are making use of Illingworth Library and knowledge services and for a further year of inactivity (in case you return to using the services after a break). The system 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.

Copyright forms are stored for six years beyond the end of the year of supply to comply with 1988 Copyright Designs and Patents Act (CPDA), updated in 2014).

### Compliance and cooperation with regulatory authorities

We regularly review our compliance with our Privacy Policy and adhere to the UK General Data Protection Regulations.

### Contact us

If you have any concerns related to this privacy policy, or have queries about the use of your personal information, please contact the library.

Illingworth Library  
F Floor, Stephenson Wing  
Sheffield Children's Hospital  
Western Bank  
Sheffield  
S10 2TH

Telephone: 0114 271 7347

Email: [illingworth.library@sch.nhs.uk](mailto:illingworth.library@sch.nhs.uk) or [illingworthlibrary@sheffield.ac.uk](mailto:illingworthlibrary@sheffield.ac.uk)