

## **Privacy Notice Template**

### **Who is the Data Controller for this processing?**

Cheshire West and Chester Council is the Data Controller for this processing.

### **What services are covered by this privacy notice**

#### **Education Library Service**

Provides learning resources to schools, including independent schools, early years settings and home educators who subscribe to the service. We also provide a service to the Sensory Impaired Team.

### **What personal information do we hold?**

We only collect and use the minimum amount of personal information required when delivering a service to you.

Wherever possible we use non-identifiable personal information.

The Service may use some or all of the personal information below:

- Information about you, this could include your name, work address, work telephone number and email address.
- The IP address that you accessed any of our online services from

### **How do we use your personal information?**

We use your information for one or more of the following reasons:

- Deliver the service, or handle your query
- To plan and improve the services we offer

### **Who else might we share your personal information with?**

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance.

- Library Management System supplier

### **What is the legal basis for our use of your personal information?**

Most of the personal information we process is provided to us directly by you, under the General Data Protection Regulation (GDPR), the lawful bases we rely on for using your personal information are:

- We have a contractual obligation with you (GDPR Article 6 (b))

We do not collect data about your race, health (including biometric or genetic data), sex life, sexual orientation, ethnic origin, politics or trade union membership.

### **Where will we store your information?**

Your information will be securely stored on our network and in our office in Winsford]

### **How long will we keep your personal information?**

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your information will be kept for as long as your school subscribes to the service then deleted once all outstanding loans have been returned

If we need to use your information for research or reports, your information will be anonymised and any information taken from notes (hand written or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely

### **Your rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request follow the instructions on the Data Protection for you page below.

- [Data protection for you](#)

### **How to complain if you are unhappy about how your data is used**

You can complain directly to the Council You can complain directly to the Council's Data Protection team by email or post.

- Email: [dpo@cheshirewestandchester.gov.uk](mailto:dpo@cheshirewestandchester.gov.uk)
- By post: Data Protection Officer, 4 Civic Way, Ellesmere Port, CH65 0BE

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)

- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113

**Will my personal information be accessible outside the UK?**

Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the personal information.

Your information is stored in the following countries

- Republic of Ireland

In order to safeguard your personal information and ensure you have the same rights as you would if your personal information was processed in the UK we have used the Information Commissioner's Model Contract Clauses to protect your personal information