

LEYBURN TOWN COUNCIL
DATA PROTECTION POLICY for LEYBURN COMMUNITY LIBRARY

Principles

The Town Council (LTC) needs to collect and use certain types of information about the volunteers and library users we work with. In order to comply with the [Data Protection Act 1998](#) this personal information must be collected and dealt with appropriately, whether is collected on paper, stored in a computer database, or recorded on other material.

Failure to comply with the Act can lead to loss of library user confidence and fines of up to £500,000 for serious breaches.

LTC has responsibilities as a **Data Controller** under the Act because it collects personal information about volunteers and determines for what purposes the information is held and how will it be used.

LTC's volunteers also collect and amend data on North Yorkshire County's "Soprano" database of library members and in this context LTC has contractual obligations as a **Data Processor**.

Policy

LTC will treat personal information lawfully and adhere to the "Eight Principles" set out in the Data Protection Act by:

- Using personal information fairly and lawfully,
- Collecting only the information necessary for a specific purpose(s),
- Make sure volunteers and library users providing the data clearly understand why the information is needed, how it will be used and who it will be shared with,
- Making sure information held is relevant, accurate and up to date,
- Only collecting the information needed and holding it for as long as needed,
- Allowing the subject of the information to see it on request,
- Keeping all information secure and carrying out checks if third party data processors are used,
- Making sure volunteers complete appropriate training.

LTC will work with North Yorkshire County Council to implement this policy where appropriate. The named contact is the Area Librarian.

Approved on: April 2019 Next review date: April 2020 or earlier if required.