



## Friends of Jesmond Library

### Privacy Notice

Jesmond Library is committed to making sure that our communications with our members, donors and friends are secure, considered and welcome. All personal data is held and processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018. All personal data is stored securely, with access restricted to authorised personnel only.

Personal data on individuals supplied by you and held by the Library comes under the following headings:

- Name and date of birth
- Contact details and communication preferences
- Book borrowing records
- Volunteering activity
- Donation history
- Room hire records

We are allowed to process this data because it was freely given to us. We use it to support our library management system, our volunteer activity, our events marketing and our fundraising. The data is retained for the length of time necessary for each use: for members borrowing books, until the membership expires or is renewed every three years; for events, volunteering and fundraising, until you ask us to remove it.

The Library does not sell or swap any of its data to third party organisations.

If you request that we stop processing your data, we will remove the data with the following exceptions:

- Your name and date of your request for removal
- Information needed to comply with statutory requirements during a specified period (eg Gift Aid Declarations)

If you think there is a problem with the way we manage your data, you have the right to complain to the Information Commissioner's Office (ICO).

You can change your communication preferences at any time by emailing [enquiries@jesmondlibrary.org](mailto:enquiries@jesmondlibrary.org) or by post to Jesmond Library, St George's Terrace, Newcastle upon Tyne NE2 2DL