



Privacy policy notice for library membership

We may use your data on several library systems including The South and West Information Management System (SWIMS) and the WinchILL interlibrary loans software system.

We use these systems:

1. to record contact details for the purposes of loaning and requesting of library stock
2. to record loans of stock to users
3. to send notifications to users about their loans and documents
4. to provide management information for library staff on usage and membership

If you have any concerns related to this privacy policy, or have any queries about the use of your personal data, please email us at ghn-tr.libraryghnhsft@nhs.net

What personal data we hold about you on SWIMS and WinchILL 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 and the documents we supply to you.

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

How you can find out what data we have, and have that data updated

You can log in to our library management system at <https://wv-swims.olib.oclc.org/webview/> using the number on your library card to see limited data that we hold about you on SWIMS.

To see full data on SWIMS or to see the WinchILL information, please email us at ghn-tr.libraryghnhsft@nhs.net

Who may have access to your data

Your SWIMS data is accessible to NHS library staff in the South of England who use the SWIMS system to manage library stock and loans.

In addition your data is accessible to the system supplier and system manager who provide and manage the SWIMS system. WinchILL data is only accessible to GHNHSFT library staff. Staff at all organisations work in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

We will share your data with others where required to do so by law. We will never sell your data to anyone, or share it in a way not described in this notice without your permission.

How your data is processed and stored

Your data is added to SWIMS and WinchILL 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 SWIMS system and the WinchILL system if appropriate. If you notify us of a change to your data, we update the SWIMS system accordingly.

Your data is stored within the EU.

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.

How long your data is retained

Your data is kept for as long as you are an active library member, i.e. borrowing or requesting books. If you cease to be an active member we will delete your data a maximum of two years after you have ceased to be active, or sooner if you inform us that you wish us to delete it.

We securely destroy any personal data about you when it is no longer of use.

How you can request that we stop contacting you about your library loans

If you wish to stop receiving communications from us about your library loans, please email us at ghn-tr.libraryghnhsft@nhs.net