



Libraries Unlimited Test and Trace Privacy Policy

What Data Do We Collect?

On entering a Libraries Unlimited building staff and customers can voluntarily provide their name and a contact telephone number solely for the purpose of NHS Test and Trace.

If there is more than one person in a group of customers, then we will record the name and telephone number of the 'lead member' of the group and the number of people in the group.

We will record the date and time on entry, and if possible, the time you leave. As a customer we will also record whether you used a public computer.

How will we process your data?

The data you provide will be used solely to support NHS Test and Trace. We will therefore share your data with NHS Test and Trace service providers if requested by them, either because someone has tested positive for COVID-19 and has listed one of our buildings as a place they visited recently, or because our buildings have been identified as the location of a potential local outbreak of COVID-19.

Data shared with NHS Test and Trace will be subject to the NHS Test and Trace Privacy Notice, <https://contact-tracing.phe.gov.uk/help/privacy-notice>

How long will we store your data?

In line with NHS Track and Trace guidance we will store your details for 21 days. They will then be securely destroyed.

On what legal basis do we collect your data?

The lawful bases we rely on for using your personal information is:

GDPR Article 6 (e) we need it to perform a public task.

What are your data protection rights?

- 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 request that Libraries Unlimited erase your personal data, under certain conditions.
- Your right to restriction of processing – You have the right to ask us to restrict the processing of your information 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.

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

You can complain directly to: data@librariesunlimited.org.uk

You also have the right to complain to the Information Commissioner's

Office using the following details:

Information Commissioner's Office (ICO)
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further advice and guidance from the ICO on this issue can be found on the ICO Website.