

Newham Libraries GDPR and Privacy Policy

Category	Policy <ul style="list-style-type: none"> GDPR
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Date	June 2025
Review date	September 2026
Related processes or documents	<ul style="list-style-type: none"> UK General Data Protection Regulation (UK GDPR) Data Protection Act 2018 Newham Council Data Protection Policy

1. Purpose

To outline how Newham Libraries collects, uses, stores, and protects personal data in accordance with UK GDPR and the Data Protection Act 2018.

2. Overview

This policy explains the responsibilities of Newham Libraries as a data controller, the types of data collected, the legal basis for processing, and the rights of individuals. It ensures transparency and compliance with data protection legislation.

3. Process

Newham Libraries, as part of the London Borough of Newham, is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy explains how we collect, use, store, and protect your information.

- Who We Are
 - Newham Libraries is a service provided by the London Borough of Newham, which acts as the Data Controller. Our Data Protection Officer is Ian Gibbs, who can be contacted at:
 - Email: information.governance@newham.gov.uk
 - Address: Newham Dockside, 1000 Dockside Road, London E16 2QU
- What Data We Collect
 - We may collect and process the following types of personal data:
 - Name, address, date of birth
 - Contact details (email, phone number)
 - Library card number and borrowing history
 - Preferences for events, services, and communications
 - Records of interactions with library staff or services
 - CCTV footage (in library buildings)
- Why We Collect Your Data
 - We process your data to:

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- Provide and manage library services
 - Verify your identity and manage your account
 - Communicate with you about services, events, and updates
 - Monitor usage and improve services
 - Comply with legal obligations and protect public interests
- Legal Basis for Processing
 - We process your data under the following lawful bases:
 - Public task: to deliver library services as part of our statutory duties
 - Consent: for optional services like newsletters or event sign-ups
 - Legal obligation: to comply with laws and regulations
 - Contract: when you enter into a service agreement with us
- How We Store and Protect Your Data
 - Your data is stored securely on systems managed by Newham Council or trusted partners. We apply appropriate technical and organisational measures to protect your data from unauthorised access, loss, or misuse.
- Data Sharing
 - We do not share your personal data with third parties unless:
 - Required by law (e.g. police, government bodies)
 - Necessary to deliver a service (e.g. The Libraries Consortium)
 - You have given explicit consent
- Your Rights
 - You have the right to:
 - Access your data
 - Request correction or deletion
 - Object to or restrict processing
 - Withdraw consent (where applicable)
 - Lodge a complaint with the Information Commissioner's Office (ICO)
- Data Retention
 - We retain your data only as long as necessary to fulfil the purposes outlined above or to comply with legal requirements.
- Changes to This Policy
 - This policy is reviewed regularly and updated as needed.

4. Further information

For questions or concerns about this policy, contact:

- Data Protection Officer: Ian Gibbs
- Email: information.governance@newham.gov.uk
- Address: Newham Dockside, 1000 Dockside Road, London E16 2QU