



Library External Membership Processing

Information you need to know:

The University Library is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Parmjit Gill, Information Assurance Services Manager, Information Assurance Services, University Of Leicester, University Road, Leicester, LE17RH. Tel: 0116 229 7945. Email: pg170@le.ac.uk.

This privacy notice explains how we use your personal information and your rights regarding that information

What information are we collecting?

We will be collecting your contact details and your course information.

Why are we collecting your data?

We are collecting your data to determine lending entitlements and support our internal security procedures.

How we will use this data?

The information from you form will be inputted to our Library Management System and will be used to support your use of the service.

What is the legal basis for processing the data?

The lawful basis for processing your data will be the contract between yourself and the Library as outlined in the Library's terms and conditions.

If we are sharing your data with others who are we sharing it with?

We do not share your information with anyone other than University of Leicester staff on a need to know basis.

How long we will process your data for?

This information will be reviewed on an annual basis. If your membership expires we will only hold your data for one year from the previous review cycle.

What are your rights and how to enforce them?

Your rights relating to this data processing activity are the following:

- Right to be informed
- Right of access
- Right of rectification

How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing www.ico.org.uk