

## **Chesterfield Royal Hospital Library and Knowledge Service**

### **Terms & Conditions of Membership**

- The Library team aims to provide a pleasant environment in which to use the resources and services. Please support the staff and consider other Library users by keeping noise to a minimum. Mobile phones should be switched to silent mode and calls taken/made outside the library.
- Food and drinks are permitted in the library. Please dispose of any litter in the bins provided.
- Books should be renewed or returned by the due date stamped as fines are charged on all overdue material.
- Invoices will be raised for all non-returned books and resources after a given period.
- Any change of personal details should be notified to the library.
- A CCTV system is in operation within the Library and wider Education Centre to aid the prevention, investigation and detection of crime and the Centre users' safety.
- Photocopying must comply with current copyright legislation and terms of the NHS Copyright Licensing Agency (CLA) Licence. Further details are located next to the photocopier.

### **Privacy Policy**

#### **Who we are**

Chesterfield Royal Hospital Library and Knowledge Service is part of Chesterfield Royal Hospital NHS Foundation Trust (CRHFT) and is based in the Education Centre at Chesterfield Royal Hospital.

#### **Why we need your data**

We are committed to safeguarding your personal information. The information you supply will be used to contact you about services or resources you have requested from the library. We collect, process and securely store your personal data for library administration and library marketing purposes only.

#### **What data we collect**

We collect your name, home address, telephone numbers, job title and job category, and email address.

#### **Who will your data be shared with**

If and when applicable your data may be shared with CRHFT finance department, other NHS libraries and institutes of higher education in order to recover library property or in pursuance of unpaid fines and charges. Your data is kept on Heritage, our electronic Library Management System, which is hosted in the UK.

#### **How long is your information kept for**

Your data is kept on our system for as long as you are employed by CRHFT or for as long as you have books/resources on loan.

**If you have any concerns related to our Terms and Conditions and/or Privacy Policy or you want to amend or delete any personal data held by us please contact us at [crhft.library@nhs.net](mailto:crhft.library@nhs.net)**