



Libraries Unlimited Test and Trace Privacy Policy

What Data Do We Collect?

On entering a Libraries Unlimited building customers are required to provide their name and contact details solely for the purpose of NHS Test and Trace.

We will require all people over the age of 16 to provide contact details unless they have a physical or mental health disability that means they are unable to.

We will record the date and time of entry and ask you to estimate the time you intend to leave.

In some locations' customers booking use of a public computer may be asked to provide their name and telephone number for Test and Trace. For these customers the period that they have booked the computer for will also be logged as their entry and exit time.

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 legislation 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(1)(c) processing is necessary for compliance with a legal obligation

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.

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.