



WESTMEATH COUNTY COUNCIL
Comhairle Chontae na hIarmhí

Library Booking System Privacy Statement

This statement applies to only the personal data processed by the Library relating to the use of our internet-based booking platform. To communicate with you and facilitate the booking and reservation of Library resources, you must provide your name at a minimum to avail of this booking service. You do not have to provide additional contact details, but offering more, such as email, makes it easier to communicate.

How will your Personal Data be collected?

The information we collect and process includes :

- Name (first name and last name)
- Email address (optional)
- Contact number (optional)

This information will be collected primarily through a web-based platform.

What is our lawful bases for processing your Personal Data?

Processing is necessary for the performance of a task carried out in the public interest or the exercise of official authority vested in Westmeath County Council as per Article 6(1) of the General Data Protection Regulation.

Who will your Personal Data be shared with?

The sharing of personal data with third parties will only occur in circumstances that are permitted by law, such as:

- Partner organisations
- Other state bodies
- Professional bodies

How long will we hold your Personal Data?

The Library practices concerning the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA.

How will we protect your Personal Data?

Personal Data that you provide us will be securely protected by rigorous measures and procedures to make sure it can't be seen, accessed by, or disclosed to anyone who shouldn't be allowed to see it. We provide training to employees who handle Personal Data and treat it as a disciplinary matter if they misuse or do not look after your Personal Data properly.

For further information on how Westmeath County Council processes Personal Data and your rights , please refer to WestmeathCounty Council's Main Privacy Statement which can be found on our website <https://www.westmeathcoco.ie/en/ourservices/yourcouncil/privacy/privacynotice/>

OR

You may contact the Westmeath County Council 's Data Protection & Records Manager at the Council Headquarters on

Tel: 044-9332000

Email: dpo@westmeathcoco.ie