

Worcestershire Libraries Privacy Notice N8.001 Tw

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- x Planning and impr
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- x Research using an
- data, we will seek

Personal information collected and lawful basis

The service processes personal information that is relevant to individual cases, which may include, but is not limited to, the following personal data:

- x Your personal details including name, address, date of birth, home and mobile phone numbers, email address, emergency contact name and number
- x Library card number
- x Gender
- x School name
- x Alternative contact details and meeting location for groups

We may also process some special category (sensitive) information, which is relevant to individual cases and may include some of the following but is not limited to:

- x Health, Learning Difficulty or Physical Disability
- x Ethnicity

The legal bases for processing this personal information are:

- x Contract for the supply of services
- x Compliance with a legal obligation
- x Tasks carried out in the public interest or in the exercise of official authority
- x Consent for research questionnaires

Who we may share your information with

We may need to share the personal information you have given to us, or we've collected about you with partner organisations where relevant to the individual and/or their service provision. These include but are not limited to:

- x Other

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note, stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to