

## **Introduction**

MIE values your privacy and recognises the need to process your personal data in a fair, transparent and lawful manner in accordance with the legal obligations as set out in the General Data Protection Regulation 2016/679 (GDPR) and the Irish Data Protection Act 2018.

The purpose of this notice is to explain how MIE Library collects, uses and processes your personal data. This notice also sets out the legal bases on which we rely to process and use your personal data and make you aware of the third parties with whom we may share your data.

Our library users include, and accordingly this privacy notice applies to,:

- MIE current/retired staff
- MIE fulltime/part time students
- MIE alumni and all external members

## **The personal data we process about you**

**The types of personal data processed by us include, inter alia:**

- Full name
- Photograph (for staff, students and external users)
- Contact details (telephone number, email address, home/work address)
- Staff/Student ID number
- Department/course affiliation
- Signature
- Library loan history
- Room bookings data/event bookings
- Fines
- A list of names of students registered with the disability service

## **How we collect your personal data**

**We obtain your personal data either directly from you or indirectly from other sources including:**

- **The library management system which records items borrowed/returned;**
- **Forms including document supply and copyright declaration forms, book suggestion forms, forms submitted in LibCal for room and event bookings etc, membership**
- **Attendance sheets for training sessions;**
- **Library membership application form (Staff/External members only);**

## **Legal basis for processing your personal data**

**The processing of your personal data is necessary for the following lawful purposes:**

- To fulfil a contract into which you enter when you register as a student or when you apply for membership as a staff/external member;
- To fulfil legal obligations, for example compliance with copyright legislation, etc.

## **How we use your personal data**

Personal data collected and processed by us may be used for the following purposes:

- To administer your library membership;
- To support teaching, learning and research;
- To communicate about library related services and notices (overdue book notices, availability of reserved/new books etc);
- To facilitate room and event bookings;
- To provide appropriate information, support and services;
- To fulfil legal obligations (e.g. protecting and upholding copyright laws);
- For the continuous improvement of library services; and
- For statistical purposes.

### **Third parties with whom we share your personal data**

Your personal data is held securely by us and access is restricted to those staff members who need the personal data for one of the purposes set out above.

We may also share your personal data, where necessary, with the following external organisations:

- Library booking system provider
- Library management system provider
- Online content providers (user ID only, for validation purposes)

### **Data retention**

We do not hold your data for any longer than is necessary. On expiry of your membership, your personal details are deleted from our system, save for when there are outstanding books or fines on your account.

### **Your rights**

Subject to certain conditions, you have the following rights under data protection legislation:

- The right to receive a copy of and/or access the personal data that MIE Library holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and
- The right to complain to the Data Protection Commissioner.

### **How to contact us**

Please contact us if you have any questions about the data we hold about you or if you wish to exercise any of your rights:

Email: [Library.desk@mie.ie](mailto:Library.desk@mie.ie)

Ph: (01) 805 7753