

## Privacy Notice – The Mercury Library & Community Hub

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of requesting membership of Hamble Library, hiring the venue through our booking system or volunteering to work in the library.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

The personal data that we hold includes information such as;	Why we use personal information about you
Name, address, telephone numbers, email address of members <ul style="list-style-type: none"> <li>• Details of book borrowed</li> </ul>	For the purpose of conducting day to day business in the library. This includes: <ul style="list-style-type: none"> <li>• Keeping a data base of members borrowing books</li> <li>• Use of the data base to send reminders for overdue books</li> <li>• Allowing collection of statistics to establish target audiences and genres of books borrowed</li> <li>• Allowing collection of statistics to monitor type of events/classes being booked and geographical analysis of people using the facilities</li> </ul>
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>• Volunteers who work in the library</li> <li>• Local Area Managers &amp; Assistant Local Area Managers</li> <li>• Internal audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (e) – public task</li> </ul>
Lawful basis for using your special	n/a

personal data	
<b>Hiring of the Venue</b>	
<b>The personal data that we hold includes information such as:</b>	<b>Why we use personal information about you:</b>
Name, email address, address of hirer	For the purpose of managing bookings for the meeting room and library space
Who we may share your data with includes but not limited to:	Case Managers Finance Internal Audit
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>Article 6 (1) (b) – contract</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>The personal data that we hold includes information such as;</b>	<b>Why we use personal information about you</b>
Name, address, email address & telephone number <ul style="list-style-type: none"> <li>NOK details (name, address, telephone number)</li> <li>Medical conditions &amp; allergies</li> </ul>	For the purpose of recruiting, managing and communicating with people working on a voluntary basis in the library.
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>Volunteers responsible for recruitment</li> <li>HR</li> <li>Internal audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>Article 6 (1) (a) – Consent</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>Article 9 (2) (a) – Explicit consent</li> </ul>

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- We will NOT use your personal data for marketing products or services.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal schedule](#)

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)