

GDPR and the Edward Worth Library.

As part of the preparation for the European General Data Protection Regulation and the forthcoming Irish Data Protection Bill this page will be updated over the coming months in order to inform you about how the Edward Worth Library uses data in compliance with Data Protection legislation.

GDPR Policy of the Edward Worth Library.

Introduction

The Edward Worth Library needs to collect and use personal data (information) for a variety of purposes about its staff, readers and other individuals who come in contact with the Library. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of the Edward Worth Library's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

Principles of data protection legislation

The Edward Worth Library undertakes to perform its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows.

1. Obtain and process information fairly

The Edward Worth Library will obtain and process personal data fairly in accordance with the fulfilment of its functions and its legal obligations.

2. Keep it only for one or more specified, explicit and lawful purposes

The Edward Worth Library will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose it only in ways compatible with these purposes

The Edward Worth Library will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. Keep it safe and secure

The Edward Worth Library will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.

5. Keep it accurate, complete and up-to-date

The Edward Worth Library will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.

6. Ensure that it is adequate, relevant and not excessive

Personal data held by the Edward Worth Library will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

7. Retain it for no longer than is necessary for the purpose or purposes

The Edward Worth Library will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy.

8. Give a copy of his/her personal data to that individual, on request

The Edward Worth Library will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

Responsibility

The Edward Worth Library has overall responsibility for ensuring compliance with data protection legislation where it is the controller of personal data. The Librarian of the Edward Worth Library is the Data Protection Officer for the Worth Library.

Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.

More information about GDPR legislation may be found here:

1. gdprandyou.ie
2. Office of the Data Protection Commissioner:
<https://www.dataprotection.ie/docs/Home/4.htm>