



**Reference:** Hampshire School Library Service Privacy Notice  
**Version:** 1.0  
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## **Why do we collect and use this information?**

So that we can offer you a service based on your particular preferences, Hampshire County Council is the Data Controller for the purpose of collecting and using information from you.

We record this on paper and electronically in files in order to demonstrate you have provided consent and to use the information which you have provided for the purposes of:

- subscribing you to the SLS Moodle;
- emailing you latest training, event information and subject news.

The SLS Moodle will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by the SLS Moodle you can do this through your browser settings.

You have the right to unsubscribe to the SLS Moodle (remove your consent) at any time by emailing SLS HQ (details provided below) asking for this to happen. If you decide to remove your consent it will have no negative impact on you in terms of being able to access services from the County Council in the future. Please also note that no significant solely automated decision making takes place within this process.

## **The categories of information that we collect, hold and share**

We do not collect any special category data. We only collect, store and use a limited amount of personal information, as follows:

- name;
- email address;
- telephone number (optional).

## **The lawful basis on which we use this information**

We collect and use the information through the seeking of your consent, complying with the General Data Protection Regulation (GDPR) using the lawful basis under Article 6(1)(a) – “*the individual has given clear consent for you to process their personal data for a specific purpose*”.

## **Storing data**

The information we collect, store and process will be held on the County Council’s Document Management System and also a stand alone database, both with controlled user access, within our secure network. No information is stored outside of the European Economic Area (EEA).

The information we collect for the purpose of this service will be held within our secure

**Address:** School Library Service HQ, Fareham Library, Osborn Road, Fareham, Hampshire, PO16 7EN  
**Telephone:** 01962 826 660 **Email:** [hq.sls@hants.gov.uk](mailto:hq.sls@hants.gov.uk)

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systems and will be kept for a period of no longer than the duration of the schools subscription plus two years, and then disposed of as appropriate.

### Sharing Information

We are not currently required to share this information by law and therefore will only share this information if you have provided consent or if this information is required for the purposes of safeguarding vulnerable individuals.

### Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact the Information Compliance Team, whose contact details can be found via section 4 of the following link:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection/subjectaccessrequest>

You also have the right to:

- have personal data erased and to prevent processing in specific circumstances;
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with SLS in the first instance (see below) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact:

If you would like to discuss anything around data protection within this privacy notice or unsubscribe, please contact:

Hampshire School Library Service, Head Quarters  
Email, [hq.sls@hants.gov.uk](mailto:hq.sls@hants.gov.uk) Telephone, 01962 826660

For further information on Hampshire County Councils Data Protection policies and or procedures, visit:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>

To contact Hampshire's Data Protection Officer:

Email, [data.protection@hants.gov.uk](mailto:data.protection@hants.gov.uk)