

Privacy Information

Online Library Activities for Children

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to various online library activities that we are providing to children and their families, e.g. Stories and Rhymes, via video conferencing sessions using Microsoft Teams and the personal and special category information we obtain in order to deliver the sessions.

You should be aware that we will require the following information:

- Name of parent/guardian/responsible adult
- Name of child
- Microsoft Teams unique username
- Library card number
- Contact telephone number
- Contact email address
- Where applicable – health/special needs

To protect the anonymity of attendees during the sessions we will either simply use first names or if required a unique user name, that we will assign and manage. Your personal information will not be shared with other attendees.

We will never record the video conferencing sessions and we expect the same from all users of the service.

We have made sure we will use your information according to the UK Data Protection laws and will establish the lawful condition of explicit consent:

- GDPR Article 6(1)(a) data subject has given consent to the processing of their personal data for one or more specific purposes
- Additional conditions for processing special category data under GDPR Article 9(2)(a) data subject has given explicit consent to the processing of their personal data for one or more specific purposes

How we'll use your information

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

Who we can share your information with

We will not share your information with anyone other than as required by the Microsoft Teams application in order to arrange the video conference session(s).

However, we may share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We will keep your information for as long as you have a relationship with us, that is until the end of the sessions you have registered for. If you have also consented to be contacted for future events we will keep your contact details until you remove that consent. We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold about you, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.