

Griffith College Library Privacy Statement

Griffith College Library fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the Library. The Library will not collect any personal information about you on this website without your permission, except as may be required or permitted by law. Any personal information which you volunteer to the Library will be treated with the highest standards of security and confidentiality, in accordance with the General Data Protection Regulation.

Third Party Websites

Griffith College Library is not responsible for the content or privacy practices of other websites which may be accessed through the Griffith College website. Links to external websites are clearly identified, and it is your responsibility to satisfy yourself as to the adequacy of the practices of linked sites.

Griffith College's wider policy regarding the use of College web resources may be inspected on the [Griffith College website](#).

Collection and Use of Technical Information

Information on internet traffic may be collected by the Library website. This technical information is used for statistical or administrative purposes. It is NOT used to gather identifiable personal information on individual website visitors, except in so far as this is permitted by law and may be necessary in order to prevent or detect problems or offences in relation to the operation of the website.

Your Rights

Pursuant to the General Data Protection Regulation, you have certain rights to obtain a copy of the data held about you. Any such requests should be made in writing to the Data Protection Officer at Griffith College, South Circular Road, Dublin 8 or by email to dpo@griffith.ie. For further details on your data privacy rights, please refer to www.dataprotection.ie.

This statement should not be construed as a contractual undertaking. The Library reserves the right to review and amend this statement at any time without notice

and you should therefore re-visit this webpage from time to time.

PERSONAL DATA

Collection and Use of Personal Information

Any information which you provide to the Library is not made available to any third parties, and is used by the Library only in accordance with the purpose for which you provided the information and will only be retained for as long as required for the purpose.

Personal and Transactional data

What is personal data and why do you keep it?

Personal data is information that enables the Library to provide you with services e.g. your residential address, email, details of department you are a member of etc. We keep the data as long as necessary to manage your use of the Library. In cases of unreturned Library materials or unpaid bills at the end of a member's registration we will keep their personal data until the issue is resolved.

What is transaction data and why do you keep it indefinitely?

Transactional data is information about the transactions made by users e.g. loans, holds etc. is held electronically on the Library System in anonymised form. This data is only accessible by Library staff. It is used to:

- Inform decisions about the Library collections e.g. purchase and relegation of stock.
- Provide management information about the performance of the Library and inform decision making

STUDENT DATA

Your data

- Your personal data is uploaded from the Student Database to the Library System once your registration with Griffith College is completed.
- In line with the Library retention schedule, during your membership of Griffith College, your personal data is uploaded from the Student Database to the Library System to record any changes made to your data.
- Records of the use of your account (transaction data) are recorded on the Library System.

How we keep your data

- Your personal and transaction data is held electronically on the Library System.
- The data is only accessible by Library staff.

How long we keep your data for

- Student personal data is deleted within three months of the expiry of the student registration.
- Transaction data for Students is kept indefinitely.

How can I have my data deleted?

- Please email the Library to make your request to have your data deleted.

STAFF DATA

Your data

- Your personal data is recorded on the Library system on initial registration with the Library, when a username and password are created for a staff member.
- Records of the use of your account (transaction data) are recorded on the Library System.

How we keep your data

- Your personal and transaction data is held electronically on the Library System.
- The data is only accessible by Library staff.

How long we keep your data for

- Staff personal data is deleted within 18 months of the last loan activity on your Library account.
- Transaction data for Staff is kept indefinitely.

How can I have my data deleted?

- Please email the Library to make your request to have your data deleted.

EXTERNAL & ASSOCIATE MEMBERS DATA

Your data

- Your personal data is recorded on the Library system on initial registration with the Library, when a username and password are created for a staff member.
- Records of the use of your account (transaction data) are recorded on the Library System.

How we keep your data

- Your personal and transaction data is held electronically on the Library System.
- The data is only accessible by Library staff.

How long we keep your data for

- External & Associate Members personal data are deleted/securely disposed of within 90 days of the end of Library membership.
- Transaction data for External & Associate Members borrowers is kept indefinitely.

How can I have my data deleted?

- Please email the Library to make your request to have your data deleted.

COMMUNICATION DATA

Means of Communication

How we keep it

- Emails sent to members official Griffith College email account – Saved electronically on the library@griffith.ie email account

How long we keep it for

- Emails are deleted after one year

Queries and Concerns

Any queries or concerns you may have about the processing of personal information on this website should be addressed to: The Data Protection Officer, South Circular Road, Dublin 8, Ireland Email: dpo@griffith.ie

Telephone: +353 1 4150400