

Terms and conditions for children's hospices staff joining the EACH Library & Information Service

Privacy Notice

The following explains how the EACH Library & Information Service collects and uses your personal data when you become a library member.

Information that we collect

In order to ensure you can access and loan resources from the EACH Library & Information Service, we collect your name, work email address, job role, location of work and a contact telephone number. No other personal information is collection. This is stored in the library management system Access-IT [Access-IT Software UK Ltd].

Sharing your information with others

Access-IT Software UK Ltd provides a cloud hosted service, and on occasions may have access to your personal data when providing IT support. Further details of the technical and organisational measures Access-IT Software UK Ltd take to ensure your personal data is kept secure is available on request.

Access to your personal information via the Library Management System is restricted to the EACH Library Service Manager and EACH Library Service volunteers who require access to this information to provide library resources and services to you.

Deleting of Data

Once a year we contact your hospice and check if you are still in post. If not, your details are removed from our system.

If you have any questions about any of the information provided, please contact Sue Langley, Library & Information Services Manager, sue.langley@each.org.uk / 01223 815103.