

## Data Protection Policy

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<b>Policy Information</b>	
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<b>Policy Sponsor</b>	Director of Business Support
<b>Policy Owner</b>	Head of ICU/IT
<b>Committee and date recommended for approval</b>	Business Support Committee – 25 March 2021
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<b>Equality Screening Status</b>	1. Date Screened: 1 February 2016 2. Screening Reviewed: 15 March 2021
<b>Rural Needs Impact Assessment Status</b>	1. Rural needs impact assessed: 15 March 2021
<b>Date Set For Review</b>	Every 3 years. Next review 2024
<b>Related Policies</b>	Freedom of Information Policy Staff Acceptable Use Policy Privacy Statement Internet Security Policy Information Technology Security Policy Network Security Policy Server Security Policy Records Management Policy

# Data Protection Policy

## 1. Introduction

1.1 The Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR) regulates how personal information<sup>1</sup> can be processed<sup>2</sup> by organisations and gives individuals specific rights regarding personal information organisations may hold about them. Libraries NI is committed to ensuring that it takes all reasonable steps to meet its responsibilities under the terms of both the DPA 2018 and UK GDPR and to promote good practice in the processing of personal information.

## 2. Purpose

2.1 The purpose of this policy is to ensure that the personal information Libraries NI processes as it carries out its business is dealt with properly and within the terms of the DPA 2018 and UK GDPR. It sets out how Libraries NI will implement its commitment to protecting the personal information it holds.

## 3. Policy

3.1 Libraries NI will meet the requirements of both the DPA 2018 and UK GDPR by ensuring that personal information is:

- fairly, lawfully and transparently processed
- obtained and processed for limited, specified and lawful purposes
- adequate, relevant and limited to what is necessary for processing purposes
- accurate and where necessary, kept up to date
- not kept longer than is necessary and rectified if necessary
- processed in accordance with the individual's rights
- secure
- not transferred to countries outside the European Economic Area without adequate protection.

3.2 Libraries NI will pay the Information Commissioner's Office (ICO) a data protection fee each year to help fund the ICO's data protection work.

3.3 Libraries NI will promote data protection good practice by:

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<sup>1</sup> **Personal Information:** Information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person; The information is held on a relevant filing system, accessible record or computerised record in any format (e.g. paper, electronic, digital, audio, image).

<sup>2</sup> **Processing:** any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

- informing all staff of their responsibilities under the DPA 2018 and UK GDPR
- ensuring all staff who process personal information are appropriately supervised and trained
- putting in place procedures to ensure that enquiries regarding personal information are dealt with promptly and in accordance with the DPA 2018 and UK GDPR
- monitoring procedures for compliance and effectiveness regularly
- assessing and evaluating methods of processing personal information regularly
- providing a point of contact for advice and assistance with Data Protection issues
- confirming that partners who process personal information on behalf of Libraries NI will abide within the requirements of the DPA 2018 and UK GDPR
- implementing data sharing agreements when required to share personal information with other organisations.

### 3.3 Libraries NI will ensure that individuals' rights are managed under the DPA 2018 and UK GDPR including:

- the right to be informed of how their personal information is being used
- the right of access (this includes, except in limited circumstances, obtaining a copy) to their personal information and be aware of and verify the lawfulness of the processing.
- the right to obtain rectification of inaccurate data concerning them and (taking into account purposes of processing) to have incomplete personal data completed
- the right to have personal data erased when there is no compelling reason for its continued processing, this is known as 'the right to be forgotten'
- the right to ask Libraries NI not to process personal information where it causes substantial unwarranted damage to them or anyone else
- the right to data portability of personal information that
  - the individual has provided to Libraries NI
  - where the processing is based on the individual's consent or for the performance of a contract:
- when processing is carried out by automated means the right to object to Libraries NI processing their personal information, direct marketing and processing for purposes of scientific/historical research and statistics
- rights related to automated decision making including profiling.

## 4. Authority

**Policy Sponsor:** The Director of Business Support

**Policy Owner:** The Head of ICU / ICT Services

**Policy Contact:** The Data Protection Officer

## **5. Related Documents**

### **5.1 Policies**

- Freedom of Information Policy
- Staff Acceptable Use Policy
- Privacy Statement
- Internet Security Policy
- Information Technology Security Policy
- Network Security Policy
- Server Security Policy
- Records Management Policy

### **5.2 Procedures**

- Data Protection: Procedure for Handling Requests for Personal Data
- Procedure for the Use of Closed Circuit Television
- Data Sharing Agreements
- Data Sharing Protocol

### **5.3 Guidelines**

- Information Requests: Staff Guidance

## **6. Monitoring and Review Date**

This policy will be monitored on an on-going basis for compliance and will be reviewed every three years.