

Shropshire Libraries – Privacy Notice

This should be read in conjunction with the Council's general Privacy Notice: [Your privacy | Shropshire Council](#)

The detail below provides additional detail relating to the processing of Personal Data in relation to the provision of the Library Service

Details of information obtained from third parties?

We don't collect information about you from any third parties.

How is your information used?

We may use your information to:

- Set up your library account so you can use library services.
- Send you information relating to your account eg: notifications about overdue items or items that you have requested.

Who has access to your information?

We may share your information with the following third parties for the reasons detailed:

- Our library management system supplier for the purpose of delivering library services.
- Library branches across Shropshire for the purposes of delivering library services.
- Statutory agencies, such as the Police, National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

How long will we keep your information for?

Your information will be used while you are a member of the library service. If you stop using library services your data will be automatically deleted after a period of 3 years.

What security precautions in place to protect the loss, misuse or alteration of your information?

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

Keeping Your Data Up to Date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

Under 13

If you are accessing online services and are under the age of 13, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

What are your rights in relation the personal data we process?

Please refer to the main notice for this information.

Complaints and concerns about the handling of your personal information:

Please refer to the main notice for this detail.

This Notice was last updated on: September 2025