

GMIT Libraries Privacy Statement

Introduction

GMIT (“the Institute”) values your privacy and recognises the need to process your personal data in a fair, transparent and lawful manner in accordance with the legal obligations as set out in the General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018.

The purpose of this notice is to explain how GMIT Libraries collect, use and process your personal data. This notice also sets out the legal bases on which GMIT Libraries relies to process and use your personal data. It is also intended to make you aware of the third parties with whom we may share your data.

Our library users includes, and accordingly this privacy notice applies to:

- GMIT fulltime/part time students.
- GMIT current/retired staff.
- GMIT alumni and all external members.

Information we collect about you

The types of personal data processed by us include, inter alia:

- Full name
- Contact details (telephone number, email address, postal address)
- ID number
- Department/department affiliation
- Library usage history e.g. items borrowed and requested, room bookings etc.
- Access arrangement with regards to disability

How we collect your personal data

Depending on the category of user, we collect data in different ways.

Students – We collect your personal data directly/indirectly from:

- Institute’s Banner system;
- forms completed by you e.g. document supply request forms, online booking forms submitted in LibCal for room bookings etc, partnership library forms like CUA and NUIG;
- attendance sheets e.g. our information skills training sessions;
- Access Office to facilitate granting of special privileges

Staff – We collect your personal data directly/indirectly from:

- library membership registration form;
- image taken during library membership registration;

- online forms e.g. book purchase suggestions, document supply request forms etc;

External members /GMIT Alumni - We collect your personal data directly/indirectly from:

- library membership registration forms;
- picture taken during library membership registration;
- online forms e.g. book purchase suggestions, document supply request forms etc;

Legal basis for processing your personal data

GMIT Libraries rely mainly on the following legal bases:

- **Performance of a Student Contract** – As a student of GMIT, you enter into a contract with the Institute - which allows us to offer you various services, including library services, as part of your learning process.
- **Consent** – For current/retired staff and external members; you are asked to complete a membership registration form with your basic personal details to enable the library to positively identify you and offer you the library service.

How we use your personal data?

Personal data collected and processed by us may be used for the following purposes:

- To administer your library membership
- To carry out our mandate as entrusted by the Institute to support teaching, learning and research
- To communicate about library related services and notices (overdue book notices, availability of reserved/new books etc.
- To facilitate room/academic writing centre bookings
- To provide appropriate information, support and services
- To fulfil legal obligations (e.g. protecting and upholding copyright laws)
- For statistical purposes
- For the continuous improvement of library services

With whom your personal data is shared

In order for us to offer you a full and comprehensive service, we have to share some of your personal data with external third parties (see some of their respective privacy policies) including, inter alia:

- SpringShare – <https://springshare.com/privacy.html>
- Interleaf Technology (Library Management System provider)
- EBSCO – Library Discovery Service

Data retention

When it comes to holding your personal data, GMIT Libraries strictly adhere to the GDPR principle of storage limitation. We do not hold your data for any longer than is necessary. On expiry of your student/external membership, your personal details will be deleted from our system (save for when there are outstanding books or fines on your account).

Security

We are committed to ensuring that your personal data is secure. We are responsible for ensuring that all reasonable technical and organisational steps are taken to protect your personal data.

Individual data subject rights

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that GMIT holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and
- the right to complain to the Data Protection Commissioner.

Questions & Complaints

If you are unhappy with the handling of your personal data by GMIT Libraries, or believe that the requirements of data protection legislation may not be fully complied with, you should contact the Institute's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

How to contact us

Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

By email: dpo@gmit.ie

In writing: Data Protection Office, Room 1063, GMIT Galway Campus, Dublin Road, Galway