

## Privacy Statement for Berkshire Healthcare Library and Knowledge Service

From April 2022 it is the responsibility of Health Education England (HEE) to oversee data protection of SWIMS membership records and ensure that knowledge and library services (KLS) staff comply with guidance. This is a federated system that all NHS libraries in the south of England share. Thus, the main privacy notice that applies when you use the BHFT KLS is available here: [HEE KLS systems privacy notice](#)

However, as we (BHFT) receive your data in the first instance when you register via our website via the Microsoft forms, this means we do process some of your details locally in the Trust. In addition, we also process your data (name and email address) when you request library services such as where you subscribe to our bulletin, attend our training or request evidence/literature searches. Where this applies, information about your rights and how the law protects you are contained in the Berkshire Healthcare [privacy policy](#).

In both privacy notices you will find information on:

- why we hold your personal data.
- how you can find out what data we hold, and have that data updated or deleted.
- who may have access to your data.
- how your data is processed and stored.
- how long your data is retained.
- how you can request that we stop contacting you.

By submitting personal data to us, you agree that we, your NHS Knowledge and Library Service, may collect, use and store any such personal information data in accordance with relevant data protection legislation and regulations, as described in these Privacy Notices.

Our legal ground for processing your data is that it is necessary for the performance of a public task. In addition to the delivering Library Services, your data is also processed for the purpose of copyright information when, at your request, we supply documents to you that require copyright declarations. Your signed declarations under the [Copyright, Designs and Patents Act, 1988](#), are retained. Copyright declarations are destroyed after 7 years in line with Copyright Licensing Agency requirements.

### About us

If you have any concerns related to this Privacy Statement or have any queries about the use of your personal data, please contact us.

Berkshire Healthcare Library

<https://www.berkshirehealthcare.nhs.uk/our-services/other-services/healthcare-library/>

Email: [library.healthcare@berkshire.nhs.uk](mailto:library.healthcare@berkshire.nhs.uk)

Call: [0118 960 5012](tel:01189605012)

### Complaints about how we handle your information

You have the right to make a complaint at any time to the Information Commissioner's Office ("the ICO"), the UK supervisory authority for data protection matters. Further details on relevant data protection legislation and regulations can be found on the website of the [Visit the ICO website or by calling 0303 123 1113](#)

Updated April 2023