

Privacy Statement for Berkshire Healthcare Library and Knowledge Service

It is the responsibility of NHS England (NHSE) to oversee data protection of SWIMS membership records and ensure that library and knowledge services (LKS) 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 Berkshire Healthcare NHS Foundation Trust LKS is available here:

[Privacy Policy for SWIMS NHS Knowledge and Library Services.](#)

However, as we (Berkshire Healthcare NHS Foundation Trust) receive your data in the first instance when you register via our website via Koha, 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 is contained in the Berkshire Healthcare NHS Foundation Trust [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

When you use our services, Berkshire Healthcare Library and Knowledge Service may collect, use and store your personal information in accordance with applicable data protection legislation and the privacy notices referred to above.

Our lawful basis for processing your data is that it is necessary for the performance of a task carried out in the public interest. In addition to the delivering library and knowledge 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 (CLA) 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: <https://www.berkshirehealthcare.nhs.uk/library-and-knowledge-service>

Email: library.healthcare@berkshire.nhs.uk

Phone: [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 [ICO website for Berkshire Healthcare](#) or by calling 0303 123 1113.