

Somersham Community Library (FOSL) Policy Document

General Data Protection Policy

1. Introduction and Requirement of Policy

Somersham Community Library (FOSL) is a registered charity administered by a Board of Trustees. FOSL has registered Members, some of whom are Volunteers and, for the purposes of running the charity, some personal data and information associated with the Members is required to be held by FOSL.

This policy is a requirement under the national General Data protection Regulation (GDPR) and sets out the data that FOSL may hold about its members and how this may be used.

2. Personal Data and Information Held by Council Library Services

Note that this policy covers data and information held by FOSL only.

Any data associated with library users and readers (library card holders) is solely kept and administered by Cambridgeshire County Council (CCC).

Details of CCC's information and data policies can be found on the County Council website, under the Data Protection and FOI pages.

3. Nature and Types of Data Held

FOSL keeps a record of its Members' information as follows:

- Name
- Address
- Telephone number(s)
- Email address(es)
- Dates of subscription payments (if applicable)

No financial or bank-related data is held by FOSL. While subscriptions may be made by standing order, direct debits are not used as this would require the holding of Members' bank details.

Information is kept in both written and electronic forms.

Written information is kept securely in the library. Copied lists of names and telephone numbers may be used by the Trustees or Members from time to time.

Information in electronic form, including e-mails to and from Members, exist on the central library computer and may also exist on computers owned by FOSL Trustees. In all cases these are password protected.

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4. Use of Information and Data

Information and data are used only where necessary to facilitate the efficient running of the library and to meet any statutory requirements of the charity. Typically, this includes but is not limited to:

- Keeping FOSL Members informed of the status and performance of the library;
- The organising of events and meetings;
- Dealing with HMRC for GiftAid reporting purposes;
- Facilitating the delivery of public library services (in terms of work shift planning);
- Training Volunteers in the use of central library systems and IT.

5. Validity of Information and Data

At least annually, all FOSL Members (including Volunteers) are requested to check and, if necessary, amend their details. This is done by means of annual membership reminders (usually via e-mail).

6. Information and Data Retention

Information regarding FOSL Trustees and Members (including Volunteers) is kept up to date (see Section 5) for the duration of their membership and is retained for a minimum period of two years following resignation, or longer if legally required to do so.

Basic information such as names, addresses and contact details may be retained for longer periods under the discretion of the FOSL Board of Trustees. The reason for this is to facilitate the organisation of reunion or celebratory events from time to time as has been done in the past.

7. Website and Cookies.

FOSL has a website. It does not use cookies of any type.

8. Sharing of Information and Data

FOSL does not share personal data or information with any third parties with the single exception of Cambridgeshire County Council who receive the names (only) of FOSL Volunteers who have access to the County-wide library IT systems.

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9. Personal Information and Data Rights

All FOSL Trustees and Members (including Volunteers) have rights with respect to any personal data held by FOSL:

- The right to access any personal data held;
- The right to correct and update any personal data held at any time;
- The right to have personal data erased when it is no longer required (for example when leaving FOSL);
- The right to lodge a complaint with the Information Commissioner's Office (ICO) if it is felt that information or data has been incorrectly used or abused.

In all cases, requests should be made to FOSL's Data Controller as detailed in Section 10.

10. Data Controller

FOSL's designated Data Controller is the point of contact for any question or requests regarding personal information and data.

They can be reached by email at:

secretary@somershamlibrary.org.uk

Or by post at:

The Secretary (Data Controller)
Somersham Community Library
Church Street
Somersham
PE28 3EG

(Ends)

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This policy was adopted by the FOSL board on: 12 March 2026.



Signed (chair): D.J.Barrott 12/3/2026