



Library User Registration Form

South Devon Health Services

Please print clearly, giving as full details as you can

Title Surname Forenames

Do you have a **blue** SWIMS library card? i.e. have you joined another Trust library in the SW? YES/NO

Library use: SWIMS Barcode U0 _____

Please indicate your staff group:

- Additional Clinical Services (e.g. HCA) Allied Health Professionals Medical & Dental
- Additional Professional, Scientific & Technical Estates & Ancillary Nursing & Midwifery Registered
- Administrative & Clerical Healthcare Scientists Student

Work/Placement

Job Title Department

Employing Authority e.g. TSDFT/ DPT / Other:

Permanent post? YES/NO end-date of your contract or placement

Work Address

Work email: Telephone / Bleep

Students

Academic Institution: University of Plymouth University of Exeter South Devon College

Other (Please specify).....

Course title:..... Hospital contact/supervisor

Course start:..... Course end:..... Placement end date:

Home (Please provide a local address)

Home Address.....

Home email:

Telephone Mobile

Please keep the library staff informed of any changes to these details. Thank you.

To apply for out of hours (24/7) access to the library please tick this box

To join the Library's mailing list and receive email updates on available resources, training and outreach activities please tick this box

Please read our privacy notice overleaf for details of how your information will be processed, stored and used.

I agree to comply with South Devon Healthcare Library & Information Service regulations as detailed in the library charter. I accept responsibility for any item borrowed from the Library and will return it by the date required or pay for its replacement should it be lost or damaged. If requested, I understand that this information will be used to update my details on the Trust's security system, to enable access to the Library. I accept responsibility through being granted out-of-hours access and will not let others into the Library via my ID badge. I will look after my ID badge and I will replace it if lost. I agree to return my ID badge on or before the last day of my placement/contract. I agree to my data being held as detailed overleaf in accordance with GDPR (2018) for use in the library's mailing list (if opted in) and the library database shared by NHS libraries in the South West, Thames Valley and Wessex areas.

Signed Date

Privacy Notice

Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Library and Knowledge Service (LKS). We may also contact you regarding your library account details or to request feedback.

Sharing your personal information

Your data will be entered into the library's library management system (SWIMS OLIB Web). Your data is accessible to NHS library staff in the South of England who use the SWIMS system to manage library stock and loans.

In addition your data is accessible to the system supplier and system manager who provide and manage the SWIMS system.

Staff at all organisations work in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

If you opted in to receive to the library's mailing list your name, email address, department and contract end-date (if not permanent) will be entered on to a spreadsheet accessible to TSDFT library staff who have access to the library computer drive.

Other than those specified above, we will only share your data with others when required to do so by law. We will never sell your data to anyone, or share it in a way not described in this notice without your permission.

Accessing your personal information

To see some of the data we hold about you please log in to your library account, using the membership code on your library card, at: <https://wv-swims.olib.oclc.org/webview/>. To see full data, please contact us: library.tsdft@nhs.net

Deleting or requesting changes to your personal information

We will delete the data that we hold on you after a maximum 2-year period of inactivity (in case you return to use NHS library and knowledge services again within this time).

If you would like to end your library membership and have your data deleted before this time please email: library.tsdft@nhs.net

You can request changes to the data we hold about you at any time by contacting us using the above email address.

Further information

For further information on how your information is used, how we maintain its security, and your rights to access it, read our privacy policy at: *coming soon (please ask for draft)*