Privacy Notice for Library Service – Princh Cloud Printing

Nottingham City Council
Information Compliance

Service Area: Library Service
Directorate: Commercial and Operations
PN-286

01/2023

The **Library Service** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

Libraries are safe spaces and provide community hubs for delivering printing services to citizens within Libraries in Nottingham.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Cloud Printing Service provided by Princh

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to: (this may include all, or some of the following, depending on the service).

- **Your Name or chosen pseudonym to identify your print requests**
- **Any documents printed via Princh will be retained for 24 hours, after which the document content's will be permanently deleted**

The Princh service provider will collect and retain other (mostly financial) data about your printing transaction. Princh retains the card type and the last 4 digits in the card number. The rest of the card numbers are masked. They store these data for 5 years plus current year in compliance with Danish accounting law.

Princh uses another company named Adyen to process payments on its behalf. Ayden retains the same sort of payment information as Princh.

Adyen may process payment data outside the UK or European Economic Area under contractual arrangements that make Princh responsible for Ayden's lawful actions.

See the Princh Privacy Notice for more details.

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is **necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council**

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across

the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at http://www.nottinghamcity.gov.uk/privacy-statement/

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute to provide some of the information that is specified here.

How long will the Council retain the data for?

The information that you have provided will be kept for 7 years.

The Council publish an Information Asset Register (IAR) which outlines the retention periods for the personal data we process. You can find this IAR on our website https://geoserver.nottinghamcity.gov.uk/information-asset-register/

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances

- A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:
Loxley House,
Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .