

IMAGINATION LIBRARY PRIVACY NOTICE

Short Privacy Notice – Imagination Library

The North Lincolnshire Council Imagination Library Service collect and process personal data to encourage and promote literacy in the children of North Lincolnshire and to engage parents in the child's learning journey.

Personal data will be handled in accordance with the General Data Protection Regulation / Data Protection Act 2018 and other relevant legislation, and will not disclose your data to any other third party, unless allowed or required to do so by legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) and other information on our Data Protection and Privacy web page.

Full Privacy Notice – Services for Adults

Data Controller

North Lincolnshire Council in partnership with Dollywood. Where this is different this will be advised at the point personal data is requested. For example, we sometimes work with university organisations to carry out research and those instances the university may be the Data Controller.

Contact details

North Lincolnshire Council Imagination Library:

Scunthorpe Central
Business Integration Admin (3rd Floor)
Carlton Street
Scunthorpe
North Lincolnshire
DN15 6TX

Email: customerservice@northlincs.gov.uk

Telephone: 01724 297000

Website: [North Lincolnshire Council Imagination Library](#)

Purpose of this Privacy Notice

This Privacy Notice tells you about how North Lincolnshire Council is using personal data in relation to the Imagination Library Service.

What do we mean by personal confidential data?

Personal data relates to living persons and is information that can be used to identify an individual such as name, date of birth, address or postcode.

What data do we have?

1. [Personal Data](#)

We collect and process personal data to:

- Register children of North Lincolnshire with the Imagination Library.
- Work with Dollywood to process the distribution of books.
- Work with education providers, health partners and other council departments to encourage participation and knowledge of the scheme.
- Run and attend events to actively promote and engage with parents.
- Share good practice with other authorities.
- Offer training to the workforce on parental engagement.
- Collate and evaluate data on engagement.
- Complete reports and case studies demonstrating impact.
- Request evaluation through feedback.
- Work with higher education establishments to explore the impact of the scheme.
- Create anonymised reports which will contribute to and inform future work.

The following personal data is collected:

- Contact details – name and address
- Gender

What do we do with the data we have?

We use the data to encourage and promote literacy of children in North Lincolnshire and engage parents in their child's learning journey.

Who do we share your data with?

We may share personal information with organisations, including:

- Social Care professionals where relevant
- Partner and higher education organisations

How do we get your personal data and why do we have it?

We collect personal data when someone applies to join the Imagination Library and when the impact of the service is analysed.

The lawful bases we are relying on to process personal data are:

- (a) Consent – Article 6(1)(a):
- (b) For the performance of a contract – Article 6(1)(b).

Please note that we will not process your personal data for a purpose that is incompatible with the reason it was collected for unless this is allowed or required under Data Protection legislation.

Can I withdraw my consent?

Yes, where the personal data has been collected and processed on the basis of consent.

How do we store your information and for how long?

Our employees have contractual obligations of confidentiality, enforceable through disciplinary procedures and receive appropriate training on confidentiality and other aspects of Information Governance.

We take organisational and technical measures to ensure the information we hold is secure – such as using secure locations, restricting access to authorised personnel and protecting personal and confidential information held electronically. We only exchange personal confidential information using secure methods, such as encrypted email.

Your personal data is retained in accordance with national guidance and our legal obligations. In this instance we will retain your personal data for the length of time for as long as is necessary to provide the necessary services or support, and to respond to any queries or complaints. The personal data may be anonymised and kept for a longer period for statistical purposes.

Your Data Protection Rights

Under Data Protection law, you have rights including:

- **Your right of access** - to ask us for copies of your personal information.
- **Your right to rectification** - to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at customerservice@northlincs.gov.uk, 01724 297000 or North Lincolnshire Council, Church Square House, 30 – 40 High Street, Scunthorpe, DN 15 6NL if you wish to make a request.

How to Complain

The main point of contact at the council for Data Protection matters is our Data Protection Officer (DPO). If you have any Data Protection concerns about the collection of personal data for COVID19 and wish to make a complaint please contact our DPO, as follows:

Phillipa Thornley

Email: informationgovernanceteam@northlincs.gov.uk

Telephone: 01724 297000

Post: North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

If you remain unhappy you can also complain to the ICO, as follows:

Website: [Information Commissioner's Office](#)

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113