

IMAGINATION LIBRARY PRIVACY NOTICE

Short Privacy Notice – Imagination Library

The North Lincolnshire Council Imagination Library Team collect and process personal data to encourage and promote literacy with 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. We 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 in those instances the university may be the Data Controller.

Contact details

North Lincolnshire Council Imagination Library:

Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

Email: earlyyears@northlincs.gov.uk

Telephone: 01724 296652

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.

The Dollywood Foundation provides books to children from birth to 5 years. Children can be signed up to the scheme in numerous ways including by contacting North Lincolnshire Council directly, by using the QR code available in various locations, at point of registering the birth with the council's Registrar, at Family Hubs, by health or early years professionals and in Libraries and Community Hubs.

Dollywood is universal scheme in North Lincolnshire available to every child up to age of 5 years.

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 education establishments at all levels to explore the impact of the scheme.
- Create anonymised reports which contribute to and inform future work.

The following personal data is collected:

- Name of child and parent(s)
- Contact details – name, address with postcode, email, and telephone number
- Date of birth – to determine eligibility and to ensure books are age appropriate
- Gender – a requirement of the Dollywood scheme

What do we do with the data we have?

We use the data to encourage and promote the 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:

- Dollywood – supplier of books
- Social Care professionals and other council departments 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)
To take part in case studies and to agree for details to be shared with Children’s Centre/Family Hub
- (b) For the performance of a contract – Article 6(1)(b).
To sign up to take part in the Dollywood scheme.
- (c) Public Task – Article 6(1)(e)
To determine the progress of a child and to ensure as many children can have the opportunity to join the Dollywood scheme.

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.

Your personal data is retained in accordance with national guidance and our legal obligations. In this instance we will retain your personal data until the child’s 25th birthday. 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

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