



## Privacy Notice and Membership Declaration

### 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).

### Sharing your personal information

We will share your information with the organisations that supply and manage our library management systems. We may share your information with another LKS team if you move organisations (you will receive an email notification if this happens).

### Accessing your personal information

You may log in to our library management systems at [www.elms@nhs.uk](http://www.elms@nhs.uk) (using your BHL Library User ID and PIN) or at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account) to see the data we hold about you. You can request changes by emailing [Lib.Desk@pah.nhs.uk](mailto:Lib.Desk@pah.nhs.uk)

### Deleting your personal information

We will delete the data we hold on you after a maximum 5-year period of inactivity (in case you return to use NHS library and knowledge services again within this time).

### Further information

For further information on how your information is used, how we maintain its security, and your rights to access it, read the full KnowledgeShare privacy policy online [at https://www.knowledgeshare.nhs.uk/index.php?PageID=help\\_privacy](https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy) or the LKS privacy policy at <http://www.btuheks.nhs.uk/Legal/Privacy.html>

### Your declaration

I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions found at [http://www.btuheks.nhs.uk/publications/membership\\_conditions\\_may18.pdf](http://www.btuheks.nhs.uk/publications/membership_conditions_may18.pdf). I agree to my data being held as described above.

*\*\*I agree to the [Eduserv OpenAthens Terms of Service](#).*

**SIGNED:**

**DATE:**

**Library Use Only**

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User ID: PAH