



## Library Services Privacy Notice for Event Booking

LJMU takes your privacy seriously. We will only use your data for the purposes set out below. This privacy notice explains what personal information we collect and how we process this information when you register to attend an event or training organised by LJMU Library Services.

### **What type of personal information do we hold?**

During the booking process, we will ask you for some or all of the following details:

Name, email address, student number, course and year of study, dietary requirements, access requirements.

### **What do we do with the personal information we have?**

The information you provide will be used to manage attendance and to process your booking. We will use it to contact you regarding your booking (confirmation/reminder/alteration/cancellation notices). We may also contact you to undertake post-event evaluation or to send you information such as speaker presentations or recommended reading after the event.

As these events are planned, prepared and delivered by Library services in an official capacity, we request this information on the basis of; public task. Processing your information enables us to deliver the event or training you have registered for.

Information about you will be accessible to the event organiser for the purpose of administration of the event and recording attendance. Some events may produce a delegate list to share with attendees. Please contact the event organiser if you have any queries about this.

For Skills@LJMU bookings information may also be shared with other LJMU departments, for instance IT Services or the Learning and Teaching Academy, for both administrative and service analysis purposes.

We do not engage in automated decision making when using your personal data.

### **How long will personal information be retained?**

We hold the personal data you provide us for a period of 12 months for use in evaluation. After which time it will be deleted from our system and any hard copies shredded. Event organisers are required to delete any local copies of data within a year unless specified on the booking information.

## **Third Parties**

### **LibCal**

We use LibCal for the promotion and booking of some events. Please note that LibCal from Springshare is a third-party service that is not owned or managed by Liverpool John Moores University. You should refer to Springshare's terms and conditions and privacy policy, as we do not accept any responsibility or liability for their practices.

Springshare operates in the USA and subscribes to the EU-US Privacy Shield, which commits subscribers to adhering to European standards of data protection. For further details, please see:

[Springshare Privacy Policy](#)

We do not engage in automated decision making when using your personal data.

### **Alternative booking process**

If you wish to attend one of our events but do not wish to register online, please contact the event organiser. Contact details for each event are provided on the event-booking page.

### **Your data protection rights**

You have the right to request access to copies of the personal data we hold about you. We want to make sure that your personal data is accurate and up to date. You may ask us to correct personal data you think is inaccurate or out of date. You have a right to request that we delete personal data we have about you. (This does not apply in all circumstances). If you wish to make use of any of these rights please contact [lst\\_bat@ljmu.ac.uk](mailto:lst_bat@ljmu.ac.uk) in the first instance.

### **Complaints**

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner's Office (ICO), but we ask that you raise the issue with our Data Protection Officer first by emailing [dpo@ljmu.ac.uk](mailto:dpo@ljmu.ac.uk)

For more information about reporting a concern to the ICO please see their website:

[www.ico.org.uk/make-a-complaint/](http://www.ico.org.uk/make-a-complaint/)

We keep our privacy notice under regular review. This privacy notice was last updated on 26<sup>th</sup> July 2019.

### **Contact details for Library Services**

Business Administration Team,  
Library Services,  
Liverpool John Moores University,  
Aquinas Building,  
Maryland Street, Liverpool, L1 9DE.

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