



Your data: Aberdeen City Libraries – Study Spaces

Why are we asking for your information?

Aberdeen City Libraries collects information about you when you book a study space to enable us to confirm booking and send you information regarding a booking. Your information is stored in the booking system.

We also collect this information for the purposes of Test and Protect and we will share your name and contact information with the NHS Scotland Test and Protect if this becomes necessary, you can find out more about this [here](#).

How long we'll keep your information

We will keep this information for 21 days from the date of the booking, following which your data will be deleted. Anonymised statistical information will be kept for reporting and monitoring purposes. This will not contain your personal data.

Your rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at:

<https://www.aberdeencity.gov.uk/your-data>. You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

The legal bit

Aberdeen City Council is the Data Controller for your information. Wherever the Council processes your data, we need to make sure we have a legal basis for doing so in data protection law. We provide the ability to book study spaces as part of our wider 'public task' in providing a library service. Where we share data with Test and Protect we do so under legitimate interests. Broadly speaking 'legitimate interests' means that we can process your personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests.