

## Library mailing list registration form and database: procedures



The Library maintains a mailing list of names and contact details of people who have expressed an interest in attending Library exhibitions, lecture series, conferences or other events.

1. Interested members of the public sign up to the mailing list by completing the appropriate form and opting in to join the mailing list.
2. Data from the form are transferred to the Academy's Contacts database where they are incorporated into a specific mailing list to which only authorised Library staff have access, or occasionally IT administrators or approved GDPR-compliant contracted developers for software upgrades or troubleshooting purposes. Records may be examined for audit purposes also.
3. The contact details are updated at least every three years to ensure their accuracy, or upon request, and redundant details or records are deleted as appropriate, or upon request. Contact details for deceased persons are deleted. A separate central list of names of those who unsubscribe is held (in compliance with the legislation) in order to prevent any subsequent requests for sign-up being sent to Readers.

### Retention Schedules for Library Mailing List and forms:

- 1** The forms are retained for three years as evidence of consent and for audit purposes and thereafter securely shredded.
- 2** Records are retained for as long as addressees continue to opt-in to the list.
- 3** Records are deleted in the case of those who no longer wish to receive information or in the case of deceased persons, with name only and explanatory note being retained in compliance with the GDPR in the former case only.

Version 4, S. Fitzpatrick, Librarian  
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