

## Reader Registration Forms: procedures



Reader Registration forms are completed online and brought to the Library on the first visit or completed *in situ*. Readers are provided with Regulations of the Library Committee which outline the conditions under which they may use the Library's facilities. New readers must produce a valid ID which must be approved by the Duty Librarian and the fact is noted on the form. If a Letter of Introduction is supplied this is retained with the Registration form.

1. The reader's contact details are entered on a secure, password-protected Library database. The purposes of collecting Readers' data are: records' management, audit and as an indicator of due diligence in relation to the security of the collections. The database is only accessible to key Library staff and details are not shared with third parties or used for other purposes.
2. The database record is updated upon renewal of one's ticket, or when a Reader supplies corrections or amendments, and the record may be deleted upon request.
3. On the reverse of the Registration Form there is an option to opt in to receiving information about Library events, e.g. lectures, seminars, exhibitions and other occasional Library news. These issue as emails from the Librarian. The contact details of those who opt in to this service are input to the Academy's secure 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.
4. Both databases are backed up regularly using encrypted tapes which are securely stored; alternatively, they may be backed up to the cloud with a GDPR-compliant, EU-based service.

### **Retention Schedules applicable to the Reader Registration Forms and the Readers' Ticket database:**

**1** The Readers' Ticket database information is retained for 5 years as readers may renew their tickets annually and the record on the database is evidence that due diligence was carried out when registering the reader. Readers do not need to re-register if their details are already recorded on the database; however, they must pay an annual fee and their records will be updated every three years. If a reader does not indicate that he/she wishes to renew access rights, his/her record will be deleted.

- 2** On notification of a reader's death his/her record is deleted from the database, apart from name and ticket number which are retained for database audit purposes.
- 3** Registration forms are retained for three years as consent evidence and for audit and security purposes and are securely shredded thereafter.
- 4** Readers may opt out of receiving Library emails re events at any time. The record is then deleted from the general Contacts Database. 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.
- 5** Backups are retained for 7 years for audit and security purposes.

Version 5, S. Fitzpatrick, Librarian  
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