



## **Full processing statement for the RCP library loan service**

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of.

This processing statement explains what data the RCP Library holds about you in our library management system (Soutron), why we hold it, how we protect it and what your rights to access are.

### **What we do with your data**

The RCP Library maintains your contact and RCP membership details, and RCP Library loan history, in our library management system (Soutron).

### **Why we need to collect and use your data**

The RCP Library maintains this information in order to provide you with a loan service, and we may use your email address to send overdue notices. Your data is also used to monitor the location of issued or missing books.

### **How we protect your data outside the territories covered by the GDPR**

All information managed by the RCP Library using the library management system (Soutron) is held and used within the UK.

### **How long we keep your data and why**

Soutron accounts are deleted one year after membership termination. This allows the RCP Library time to chase outstanding loans. Anonymised loan statistics are kept after this time.

### **Your rights to:**

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please contact the [data protection officer](#).

You do have the right to restrict the use of your data (Article 18), stop your data being used (Article 21), or have data deleted (Article 17) under certain circumstances. Although this may mean we are unable to provide you with a loan service. For more information please contact the [data protection officer](#).

### **Who to contact at the RCP and how to complain**

Contact the [data protection officer](#) if you have queries or concerns about the above.

If you are not satisfied with the way your data is handled by the RCP you have the right to complain to the RCP [data protection officer](#) or the UK regulator, the Information Commissioner. See their [website](#) for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.