



8d. GDPR – Data Protection

1. Generic statement

The SLA holds minimal information about its members, and that information which it does hold is purely to enable it to carry out its duty to its members. The SLA treats all information it holds confidentially and with utmost care. We seek to maintain the highest standards in all aspects of our work, and this is no different.

The SLA seeks to minimise arrangements where we share data, but this is sometimes necessary in order to efficiently carry out services to members. However, where these arrangements are in place we have agreements to ensure that your data is secure and protected.

The Office will conduct a yearly review in August to judge whether the privacy notice needs to be amended. This decision and any changes will go to the Board in the November meeting. Whether the Board agree and any changes should be noted in the minutes. If changes need to be made at other times they should be, and approval by the Board can take place electronically.

NB – GDPR only applies to data relating to individuals - schools and other institutions do not have personal data rights.

2. Managing Consent

Where we require your consent to use your data, you can grant, withhold or withdraw your consent at any time. We will act on these preferences in good time, and will seek to mitigate an impact to the services that this would have. Where the services we provide will be impacted, we will explain the implications so that each member can make an informed decision.

Guidance for Branch Committees

- All emails to multiple people should be sent with recipients BCC'ed, unless you have explicit written opt-in consent to distribute their email address printed and stored, or unless the information is public (such as an SLA email address which is published on the SLA website).
- All new members will be allocated to Branches unless or until they opt out.
- Anybody has the right to request access to their personal data held or processed by or on behalf of SLA. Please make sure you are maintaining professional standards in all emails and other documents and records pertaining to the SLA and our members.
- Please keep us informed of any social media sites where the Branch (as opposed to an individual) has a presence, and what the handle/site name etc is.

Contact Permission for Branch Committee:

- If you decide to join the Branch Committee, the Branch and the SLA will be entitled to process your personal data to the extent necessary in accordance with their legitimate interests and/or contractual performance (as applicable).
- As an ordinary member this means you may be contacted by the SLA Branch Officers, and occasionally the SLA Office.



- As an Officer this means you may be contacted by the SLA Office, Branch members and occasionally Board members for the purposes of supporting how you run the Branch, supporting SLA members, or maximising the effective running of the SLA in general (i.e. sharing knowledge and expertise).
- We will not use your information for any other purpose than this.
- If you have any questions please contact the SLA Office on 01793 530166.

3. Data Breach Policy

- A Data Breach is defined “as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.
- Examples of a data breach include but are not limited to: inappropriate deletion of data, sending emails to the wrong person, losing or mislaying IT equipment containing information, external hacking attack etc.
- A Data Breach must be reported to the SLA Chief Executive as soon as it is identified. The Chief Executive will ensure that the Data Breach is dealt with effectively and appropriately and will decide whether or not to notify it to (a) the Information Commissioner’s Office (ICO) and (b) any individuals concerned (if there is a high risk to their rights and freedoms). No action should be taken or any contact made with any individual or organisation without the Chief Executive’s approval. If the CEO is not available the Chair should be contacted.
- The Chief Executive is also responsible for reporting the Data Breach to the SLA Board, Charity Commission and police as appropriate.

4. Data handling

- When a membership lapses, the SLA Office will send an exit survey to establish whether the lapse is intentional and any reasons for this. If it is confirmed that the member wishes to end their membership the entry will be marked as terminated and archived. These entries are stored in the database for 7 years to comply with Financial Auditing Regulations, but no further communication will be received from us.
- If it is not confirmed that the member intends to end their membership, and we have no further communication from them either way, the member information will be marked as lapsed. Three months after this, if the SLA receives no further communication regarding this membership, the member information will be designated “no longer a member”, and the information will be archived and stored as above. This means that 6 months after the initial lapse the member’s details will be archived, in accordance with our Constitution.
- If a member gets in touch with the SLA Office to cancel their membership, or they want to withdraw or amend any consent given under GDPR, these requests will be acted on as soon as possible. We will look for alternative ways of delivering the services without the information but, if this is not possible, the implications of any such decisions will be explained so the member understands.



- Members will be asked when they inform the office they wish to cancel their membership to unsubscribe from the newsletter as this is managed separately.
- Any information about members encountered by staff, volunteers, sub-contractors or any other person associated with the SLA, is to be considered private and confidential.

5. Reviewers

- If you decide to join the team of SLA Reviewers the SLA will be entitled to process your personal data to the extent necessary in accordance with their legitimate interests and/or contractual performance (as applicable) for the purpose of commissioning and publishing book reviews or other similar resources for the journal and website.
- We will not use your information for any other purpose than this.
- You can withdraw your information at any time by emailing info@sla.org.uk with 'Opt Out – Reviews'.
- If you have any questions please contact the SLA Office on 01793 530166.

6. GDPR Member Privacy Notice

The SLA will use the information you provide only for the purposes of managing your membership; providing your member benefits and supplying you with any goods and services your purchase. Our lawful basis for handling your data is legitimate interest, contractual performance (where you have paid for these services by becoming a member) or consent as applicable.

The SLA use a mailing house to distribute quarterly mailings (such as The School Librarian). We use a secure database to store this information. We have agreements in place that ensure all the information you provide is secure at all times.

If you would like to hear from us by the following means please fill out the details below.

- Organisational email -

(e.g. librarian@...) _____

- Organisational address

If you are joining us as a personal member, or do not have an organisational email:

- Personal or work email - Yes, I consent



(eg tsmith@...) _____ -

- Personal address - Yes, I consent

Branches

The SLA utilises local branches to offer development opportunities and a local support network. In order to do this branch committee members receive details of new members, so they can offer support and let you know when the next local meeting is. If there is not currently a branch in your region you will be a member of the nearest branch.

If you don't want to be a local SLA branch member please tick here

I don't wish to be a branch member.

Opting Out

You can opt out of receiving any of these services by contacting the SLA office via info@sla.org.uk with the subject 'Opt Out'. If you require any further information about anything at all please call the office on 01793 530166.