



## Data Protection

### Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services you have requested from the libraries.

### Sharing your personal information

We will share your information with the organisation that supplies and maintains our library management systems (PTFS Europe).

### Accessing your personal information

You may log in to our library management systems at [www.wkp.nhs.uk](http://www.wkp.nhs.uk) or <https://waht.koha-ptfs.co.uk/> with your library account username and password to see the data we hold about you. You can request changes by emailing [wah-tr.wrh-rowlandslibrary@nhs.net](mailto:wah-tr.wrh-rowlandslibrary@nhs.net)

### Deleting your personal information

We will delete the data we hold on you after a maximum five-year period of inactivity (in case you return to use the Library again within this time). Paper forms will be destroyed once electronically scanned and the electronic copy kept until five years after the expiry of the registration and will then be deleted.

### PID

Any patient identifiable information left unattended in our libraries will be reported via Datix.

### Contacting you

We would like to send you information about the Library and Knowledge Service occasionally, please confirm on the registration form if you consent for us to do this.

### Contacting us

If you have any questions regarding GDPR please contact: David Chamberlain, Knowledge and Library Services Manager [wah-tr.wrh-rowlandslibrary@nhs.net](mailto:wah-tr.wrh-rowlandslibrary@nhs.net) or, Kimara Sharpe, Company Secretary Worcestershire Acute Hospitals NHS Trust [wah-tr.gdpr@nhs.net](mailto:wah-tr.gdpr@nhs.net)