

Arthur Rank Hospice Library Registration Form

Title	First name	Last name
Employer / University / Trust		
Job title / Position		Leaving date / End of course
Department / work address		Home address
		Postcode
Phone	Phone / mobile	
Email	Email	

Privacy notice

Using your personal information

The information you supply will be used to contact you about services or resources you have requested from the library. The information will be stored on the Library Management System for the administration of loans and the interlibrary and document supply service. We may contact you from time to time to check that the data we hold is up-to-date.

Accessing your personal information

You have the right at any time to see what personal information the library holds about you and to correct any mistakes.

Deleting your personal information

We will delete the data we hold on you after a maximum 2 year period of inactivity (in case you return to the service again within this time) or when you leave your employment at Arthur Rank Hospice Charity.

For more details on how your information is stored and used, please ask to see the Education Department and Library Privacy Policy.

I agree that the personal data above and records of my library use may be shared with library staff in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018. I understand that my information may be accessible to library staff at other NHS and partner organisations within the shared library management consortium to enable loans of other libraries' materials. I understand that my data will not be shared with any third party.

Select "Yes" to confirm you have read the above and agree to your data being held as described. If you do not agree, please select "No", but please bear in mind this may limit the services you can access.

Yes No

Do you want your details added to our Education mailing list?

We will provide you with details of future ARHC courses and study days via email. You may unsubscribe from the list at any time by emailing education@arhc.org.uk

Yes No

Signed	Date
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Please email a completed form to library@arhc.org.uk. This will stand as a signed document.