



Data Privacy Policy

Introduction

The Mercian Collaboration is committed to protecting your privacy. The information you share with us means you will be able to use the services we offer. We only collect the information that is necessary to conduct our business, provide the specific service you have requested and to keep you informed. Our privacy policy gives you details on when and why we collect your personal data and how we use it.

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Collection of your personal information

The amount and type of information we collect from you depends on the nature of the interaction you have with us. For example, we ask delegates to our events to provide their name, email, institutional affiliation and job role with us. In each case, we only gather as much information as is necessary to fulfil the service request. But generally, we collect the following personal information:

- Contact information including: Work address, telephone number and email address
- Organisational affiliation and role
- Information about your computer hardware and software is automatically collected by the Mercian Collaboration. This information can include your: IP address; browser type; domain name; access times; and referring website addresses.

How We Use Your Personal Information

The information we collect and hold on you will be used in various ways, including:

- To fulfil bookings for attendance at events
- To inform you of other events or activities available from the Mercian Collaboration and its subgroups
- To process payments, e.g. payment of invoices, etc.
- To facilitate discussion and sharing of knowledge through discussion lists and events
- When you use the Mercian website.

The Mercian Collaboration will keep your information only for as long as is necessary for the purposes set out in this Data Privacy Policy and to fulfil our legal obligations. We will not keep more information than we need. The retention period will vary according to the purpose the data is collated.

The Mercian Collaboration does not sell, rent or lease its customer lists to third parties. In addition, The Collaboration may share data with trusted partners to help us process payments, perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to the Collaboration, and they are required to maintain the confidentiality of your information.

The Mercian Collaboration does not use or disclose special category personal information, such as race, religion, or political affiliations, without seeking your explicit consent.



The Mercian Collaboration will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the Collaboration or the site; (b) protect and defend the Collaboration's rights or property; and, (c) act under exigent circumstances to protect the personal safety of users of the Collaboration, or the public.

Security of your personal information

The Mercian Collaboration discloses personally-identifying information to its employees, contractors and affiliates in order to provide services (e.g. events, buddying scheme, Jiscmail etc) available from the Collaboration and its special interest groups. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

Please remember, if you directly disclose personally identifiable information or personally sensitive data through discussion groups or social media, this information may be collected and used by others.

The Mercian Collaboration secures your personal information from unauthorised access, use or disclosure. The Collaborations secure the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure.

Third party services

The Collaboration utilises third party services to assist in the delivery of some of our services (e.g. Jiscmail, Eventbrite, and SurveyMonkey). When you interact with these sites you may provide information about yourself to those third parties. The Collaboration is not responsible for how they collect, use and share your information. We encourage you to review the privacy statements of the websites you choose to link to from the Collaboration's site, so that you can understand how these websites collect, use and share your information.

Updating your personal information

The Mercian Collaboration endeavours to ensure the data we hold on you is correct and up-to-date. If you wish us to amend or remove the personal information we hold on you, please contact us by email (mercianlibrariescollaboration@gmail.com) or [write to us](#). We will correct any inaccuracies or remove you from our records as soon as practicable.

For the Mercian special interest groups, institutional members nominate individuals to act as their primary contact. If you are nominated, we will use your personal information to provide the service to your organisation, including listing your name, organisation and institutional role on the website. You may request your information be removed, however we may require your organisation to provide a replacement contact before we remove you. We will correct any inaccuracies personal information as soon as practicable.



Website visitors

Like most websites, The Mercian Collaboration collects non-personally-identifying information of the sort that web browsers and servers make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. We do this to maintain quality of the service, to determine what aspects of the Collaboration's activities are the most popular along with providing general statistics regarding use of our website. The data may be gathered from our website hosts and Google Analytics.

Use of Cookies

The Mercian Collaboration website uses cookies to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. The purpose of a cookie is to tell the web server that you have returned to a specific page. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience any interactive features of the Mercian Collaboration's site, or other websites you visit.

Statement Revisions

The Mercian Steering Group, on behalf of the Mercian Collaboration, will occasionally update this Data Privacy Policy to reflect user feedback, legal best practice advice and legislative guidance. The Collaboration encourages you to periodically review this statement to remain informed of how the Mercian Collaboration is protecting your information.

Contact Information

The Mercian Collaboration welcomes your comments regarding this Data Privacy policy. If you believe we have not adhered to this statement, or to request further information concerning personal data information please contact the Collaboration using the [website form](#) or directly to any of [our officers](#).

This statement was last updated on 22nd May 2018.