Privacy Notice

Hampshire County Council Library Service requires your email address in order to provide you with the email print service in our library branches. The information contained within the documents sent to be printed, which may include personal data or special category data, cannot be viewed or intercepted by anyone. They can only be viewed once they have been printed, using the 5-digit code. These documents will be held on a print server either for a maximum of 72 hours or until the documents are printed.

The e-mail address provided by the user is needed for security and to verify your identity at the printer so that only you will be able to print your documents, the system will send you the print job costs and 5-digit release code.

We will process your personal data on the legal basis that it is necessary [for the performance of a contract to which you are party / in order to take steps at the request of the data subject prior to entering into a contract]. The documents need to be sent to the printer and your release code given to you via e-mail before your purchased printing can be completed.

Please ensure that you have the consent of any third party whose data you print prior to use of this service.

We will not share your email address or documents with any third-party organisations. Your email address and documents will be held on the system for as long as the print job is active, either 72 hours if it is not printed and therefore automatically deleted, or shortly after you print the job(s). Your email address and documents are not retained after this point.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details

You can contact the County Council’s Data Protection Officer at data.protection@hants.gov.uk If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at https://ico.org.uk/concerns/