

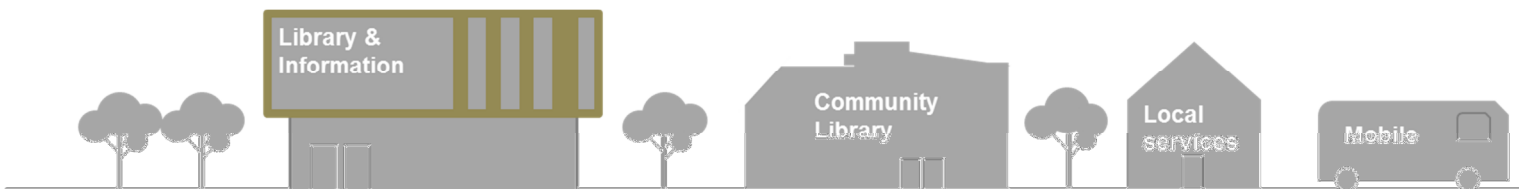
Bath & North East Somerset Council

Future of Modern Libraries



DATA PROTECTION, DATA PROCESSING AND SHARING ARRANGEMENTS

**Example Template for Data Protection Agreement and
Acceptable Use Statement for
Community Run Library Services**



Data Protection Agreement and Acceptable Use Statement

- 1) I acknowledge that my use of the data supplied by the Council and customers which I have access to may be monitored and/or recorded for lawful purposes.
- 2) I agree to be responsible for any use by me of the library systems using the login information provided to me - user ID and password.
- 3) I will not use personal information to which I have been given access for any other purpose than the purpose which the customer has agreed to and for delivering the Community Run Library Service. I will not disclose such information to third parties unless there is a legal requirement to do so, or where the person concerned gives written authority for the information to be provided.
- 4) I will not attempt to access any computer system that I have not been given explicit permission to access.
- 5) I will not attempt to circumvent any security measure that the Council has put in place to protect the information assets of the Council.
- 6) I understand that deliberate distribution of computer viruses is an offence under the Computer Misuse Act.
- 7) I will securely store or destroy any printed information that relates to personal information.
- 8) I will not leave my computer logged in and unattended for any period of time but will either log out of the machine, lock it or activate the password protected screen saver.
- 9) If I detect, suspect or witness an incident that may be a breach of security (e.g. unauthorised use of or loss, theft or inappropriate use of personal or potentially sensitive information) I will report this as soon as possible to the Community Library Officer and the Council's Data Protection Officer.
- 10) I agree to abide by all legislation, such as the Data Protection Act and the Computer Misuse Act that applies to use of computer equipment and Council-held information.

Signed Confirmation

I accept that I have been granted access to the Council systems for the purposes of operating a Community Run Library. I understand the reasons why I have been granted access and how I may use this access. I agree to the terms of use and understand that any breach of this agreement and statement or the rights that I have been given may lead to action being taken against me and the Organisation.

Signed:

Name:

Date:

This record should be stored by the Community Library Officer.