

# NLI Privacy Statement - Interim update

This privacy statement tells you who we are and what to expect when the National Library of Ireland collects your personal information (data) associated with this website. We understand that when you use our services, you trust us with your information and we want to assure you that we take your rights seriously.

## Your data

The NLI respects the rights of its users and does not, as a general rule, collect personal information about visitors to the website. However, any personal information which you volunteer to the NLI through the use of web forms e.g. Reader Pre-Registration Form or email will be treated with the highest standards of security and confidentiality, strictly in accordance with the current data protection legislation including the GDPR.

## Cookies

The NLI uses cookies on this website. To find out more about cookies that we use and how to control them, we refer you to our [Cookie policy](#). You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.

## What information do we hold?

### Reader pre-Registration Form

In order to apply for a reader's ticket you must complete the online Reader Pre-Registration Form. The information supplied by you is used to create a computer record in your name which is stored in a database. The information which you provide at the registration stage allows us to fully process your application for a reader's ticket. The additional voluntary information which you provide about yourself will be used only as a means of developing future services and - if you so indicate - alerting you about NLI activities and events.

### Online Order Form

In order to request Library material you must complete the Online Order Form. The information supplied by you is used to request material in your name and your order is stored in a database. We may use information regarding your order to determine use of our collections. Your personal information such as your name will not be used for any purpose beyond those associated with processing your order

### Communicating news and events

If you choose, we can send you notifications about Library news and events via the NLI's monthly newsletter. The newsletter has details of the Library's upcoming events and courses, and it updates on

major developments. It is not obligatory and should you wish you can withdraw consent at any stage and we will remove you from the mailing lists.

Please note: The Library will not share your data with anyone else for marketing purposes.

## General Web-browsing

For general web browsing, no personal information is revealed to us, although certain statistical information is available to us via our internet service provider, web-server logs and analytics software.

This information may include;

- The logical address of the server you are using
- The top level domain name from which you access the Internet (for example, .ie, com, .org etc.)
- The type of browser you are using
- The date and time you access our site
- The Internet address used to link to our site

Some of the above information is used to create summary statistics which allow us to assess the number of visitors to our site, identify what pages are accessed most frequently and generally, help us to make our site more user-friendly.

## Job Applicants

If you are applying for a job vacancy in the Library, we will use the information you supply to us to process your application and to monitor recruitment statistics.

Personal data is collected on all candidates for competitions run by the NLI in order to process their applications. This information is used to run a recruitment and selection competition up to the appointment of a successful candidate to the vacant post. The data on the application is used to assess eligibility for a particular competition; to determine whether candidates meet the set shortlisting criteria (if applicable); and to aid the selection board in the interview/ assessment. Information which is required for the recruitment process relates to the relevant qualifications and experience, and examples of the competencies required for a particular post (it also includes their name, address, contact details, and date of birth); the date of birth is not shared with the selection board members.

Other data collected is required to confirm that the candidate meets the essential requirements for the competition and for background checks conducted at clearance and assignments stage to ensure the person is suitable for appointment in respect of character and that he or she is fully competent to undertake, and fully capable of undertaking, the duties attached to the position. Data collected at clearance and assignments stage for those candidates under consideration for a position includes security checks and/or Garda vetting; employment or other references; health and medical information health character declaration; copies of relevant qualification and proof of identification;

workplace accommodation form (if such accommodations are required); drivers license (if essential); reports from the CMO if required).

NLI only keeps data for the purposes which are specific, lawful and clearly stated and the data will only be processed in a manner compatible with the stated purpose. Information collected from the candidates is used only to process their application in a particular competition.

All data is obtained and processed in compliance with the GDPR; PPSN are only requested where required in order to support the provision of a public service to a customer (i.e. for recruitment and selection purposes).

*Please note that the NLI no longer accepts unsolicited CV's, instead we ask that you will refer to the relevant page on the Library's website at [www.nli.ie/vacancies](http://www.nli.ie/vacancies)*

## Security

We are committed to providing secure online services. Our web-servers are protected by firewalls and intrusion detection systems. These servers are not accessible from outside the room in which they are housed, access to which is restricted to authorised personnel only. We have also employed the services of independent security experts to advise us on the security of our systems.

## Disclosure

Your personal data will not be used in automated decision-making

## Retention periods

We process your data until you tell us you no longer wish to receive updates from us, you choose not to opt-in on our mailing lists or otherwise withdraw your consent.

Information containing your data is retained in line with our retention schedules. We are currently working to update and implement our retention schedules. While we are doing this, some data may be retained for longer than required under the new schedule.

## Data subject rights

Under the terms of the Irish Data Protection Law, you have the right to request a copy of information that we hold about you. Under the new data protection laws effective from ay 2018, you have certain further rights in relation to your personal data. These rights are:

Right	Explanation
Access	You can ask whether we are processing any of your personal data. If we are, you have the right to access the data and certain information, such as why we are processing the data
Portability	You have the right to receive personal data that you provide to us in a structured,

	commonly used and machine-readable format.
Erasure	You may have the right to ensure that we erase your personal data.
Rectification	You can have any inaccuracies in your personal data corrected
Objection	You can object to our processing of your personal data and we are normally obliged to stop processing it
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

**Please note that these rights are not absolute and may not apply in all situations or in relation to processing activities**

### How to complain

If you wish to exercise any of these rights, please contact our Data Protection Officer using the details below:

**National Library of Ireland Data Protection Officer:**

Address: Kildare Street  
Dublin 2, D02 A322  
Email: [dataprotection@nli.ie](mailto:dataprotection@nli.ie)

If you believe that your data is not being processed by us in accordance with the data protections laws you also have the right to complain directly to the Data Protection Commissioner, who is the data protection supervisory authority in Ireland.

**Data Protection Commissioner:**

Address: Office of the Data Protection Commissioner,  
Canal House,  
Station Road,  
Portarlinton,  
Co. Laois,  
R32 AP23  
Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Website: [www.dataprotection.ie](http://www.dataprotection.ie)