



Institute of Materials, Minerals & Mining

IOM3 Library Privacy notice

All IOM3 Library operations uphold the IOM3 Privacy notice which can be referred to here: <https://www.iom3.org/privacy.html>. The following areas are in addition to that notice and relate to the operation of ICON – IOM3 Library Online Catalogue <https://icon.iom3.org/>.

How do we collect information from you?

We collect minimal personal data if you request a IOM3 Library borrower record. Some anonymous information will be collected automatically as you browse and search ICON via Google Analytics. This helps us to provide a better library service.

What personal data do we process?

We limit the collection of the information and processing of any personal data to that necessary for us to set up and operate a borrower record and to help us provide a better library service.

How is this information used and who do we share it with?

The information collected from you may be used to inform us on how ICON is used for statistical purposes, sign you up and administer your IOM3 Library borrower record, provide information in response to your submitted queries or provide survey data. Your borrower record will remain active for 12 months unless you contact the Library Team to request deactivation. After 12 months your personal data will be removed from ICON, unless you contact us to renew your borrower record, however anonymous historic borrowing information may be retained which informs library usage statistics.

Your personal data provided for your IOM3 Library borrower record will not be shared with any third-party service providers.

Security

The Library Team works within the IOM3 Privacy notice operating organisational, administrative, technical and physical security measures to safeguard your personal information and help ensure that it is processed promptly, accurately and completely. ICON is hosted by PTFS Europe, Charmouth, Dorset info@ptfs-europe.com. Their Privacy and Security statement can be referred to here: <https://www.ptfs-europe.com/information-security-policy/> and their Corporate Social Responsibility Statement here: <https://www.ptfs-europe.com/corporate-social-responsibility/>.

Your Rights

Under the General Data Protection Regulation you have the right to access, update, erase, change or correct your personal information.

You can also:

- Withdraw your consent for our use of your information, where our processing is based on your consent
- Restrict and/or object to the use of your personal information

You have the right to request a copy of the information we hold about you. Please use the form provided for this purpose at www.iom3.org/privacy/subject-access-request-form.html or contact us at the address given at the end of this policy.

Learn more

Please contact us if you have any questions about how we use your information. If you are unhappy with how we have handled your information you should let us know so that we can investigate your complaint or you can contact the Information Commissioner's Office at www.ico.org.uk.

Keep us informed

We want to make sure any information we hold on you is up to date, so please ask us to correct it if it needs updating. If you have a current IOM3 Library borrower account you can view and directly amend the details we hold for you on yourself. If you prefer you can contact us using our online contact form or the details provided below.

Contact Us

If you have any questions regarding this policy or our data protection practices, you can email the IOM3 Library Team library@iom3.org or write to IOM3 Library at the address below.

If you have questions regarding the IOM3 Privacy notice please email IOM3dataprivacy@iom3.org or write to Nuna Staniaszek, Director of Communications, IOM3, 297 Euston Road, London NW1 3AD, Email nuna.staniaszek@iom3.org

This Privacy Notice was last updated by IOM3 Library Team on: 16 February 2021