



Kilkeny County Council

Library Service

Kilkeny County Council Library Service Data Protection Privacy Statement

1 Document Control

Date	Comments/Updates	Signed Off/Updated by
April 2026	Version 2	Senior Library Staff and Management

Who we are and why do we require your information?

Kilkenny County Council seeks to promote the economic, social and cultural development of Kilkenny County and in doing so contribute significantly to improving the quality of life of the people of County Kilkenny.

Kilkenny County Council Library Service is the Council function responsible for fulfilling the statutory functions of the Council in relation to library services.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of Kilkenny County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of Kilkenny County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, the information sought may include 'personal data' as defined by the Data Protection Act 2018 and by the General Data Protection Regulation (GDPR) 2018 and may relate to current, past and future service users; employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

As a library member/user of Kilkenny County Council Library Service, we may process your personal data in the provision of library services.

This statement describes what type of information we collect from you, how it is used by us how we share it with others, how long we keep your information for, your rights, how you can manage the information we hold and how you can contact us.

The contents of this statement may change from time to time; the latest version can be found [here](#) and at the library desk in our branches.

Why do we have a privacy statement?

- To demonstrate our firm commitment to privacy

- To assure you that we will take all necessary measures to ensure the security and proper protection of any data you provide.

Our commitment to you is that the personal data we may require is:

- Obtained lawfully, fairly and in a transparent manner.
- Obtained for only specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained.
- Recorded, stored accurately and securely and where necessary kept up to date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject.
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Data Protection Policy

Kilkenny County Council's Data Protection Policy explains how we are committed to ensuring the security of any personal data you provide to us.

A copy of Data Protection Policy can be accessed [here](#).

What information do we collect?

Information you give us when you become of member/user of the Library Service in branch or online, or if you contact us via our website, mail, phone and social media.

Information you send directly within correspondence or emails to library service points/social media.

Information we get from your use of our library services.

Information you give us if you are a Library Supplier

CCTV images which are monitored/recorded are done so in line with our CCTV Policy and can be accessed [here](#).

How we use this information

To enable the provision of an effective library service, the information we collect and hold on you may be used to:

- provide access to a library lending and request service through our national library system
- provide reminders, notices, updates and information on services and events etc. to members / users
- enable you to access third party library related services, including My Open Library
- allow bookings and access to PCs and Internet, and use of library Wi-Fi
- allow use of printing services
- allow bookings and attendance at events
- enable Kilkenny County Council to process payments for Library Suppliers
- CCTV images may be used for the purposes of prevention, investigation, detection or prosecution of criminal offences and for the safety of staff and public and our buildings.

Library Membership

All applicants for Library Membership are requested to provide information including the following categories of data:

- Name (Surname & First name)
- Address including Eircode
- Date of birth
- E-mail address
- Mobile/Phone number
- Parent/Guardian Full name and address (Under 18 yrs. only)
- PIN

Any personal information provided will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts, 1988 to 2018

Library Management System

Libraries Development is the LGMA unit responsible for delivering the organisation's statutory functions relating to library services. As part of this remit, LGMA (Libraries Development) procures, specifies and oversees the computer system that supports the public library lending service across all Irish local authorities. This system is known as the Library Management System (LMS).

You can access LGMA /Libraries Ireland Data protection privacy statement [here](#).

Sharing of Personal Data

We may share your personal data with selected third parties for the purposes of providing the national library system and Kilkenny County Council Library Service. This includes self-service kiosks, public PCs and laptops, Wi-Fi, and My Open Library who may connect to our Library Management System to verify your details for access to services.

The library service also uses third party supplier services for the monitoring and maintenance of CCTV/Security systems, which process personal data. CCTV images are monitored/recorded for the purpose of prevention and investigation of crime; public and employee security, building security and health and safety.

The Legal Basis for Processing Personal Data

The legal basis for processing personal data by the Library Service is mostly contained in the following legislation:

- Under Article 6 (1) (a) and (e) GDPR
- Safety, Health & Welfare at Work Act 2005
- Section 66 of the Local Government Act 2001
- Local Government Act, 2001 – Part 9, Chapter 3 – Library and Archival Functions
- The Local Government Management Agency Establishment Order 2012 – Statutory Instrument 290/2012
- The Local Government (Miscellaneous Provisions) Act 2012 (Transfer of Functions of An Chomhairle Leabharlanna) Order 2012 – Statutory Instrument 423/2012.

There may be a limited number of circumstances whereby the Library Service relies on consent for the processing of personal data. In such circumstances the data subject has the right to withdraw

consent to the processing of his or her personal data at any time. Where special categories of information are being processed the Library Department will obtain the data subject's explicit consent to such processing unless this is not required by law or the personal data is required to protect the health of the data subject in an emergency.

Withdrawing consent

We will only contact you if you have given your consent to receive notifications in connection with your use of the service and/or to receive library events /services updates. You have a right to withdraw your consent at any time by contacting the Library Service.

Records Retention Policy

The Library Service's practices in relation to the retention of personal data are guided by the Local Government Management Agency's (LGMA) National Retention Policy for Local Authority Records and any updates that are issued by the LGMA. Copies of these documents are available [here](#).

CCTV Images are not retained for longer than is considered necessary for the purposes for which they are processed. Therefore, unless the images are required to investigate an incident, or where the data is required for evidential purposes and/or legal proceedings, they will not be retained beyond a maximum of 28 days. After 28 days the footage will be automatically over-written.

Your Rights

You have the right to access the personal data we hold about you, to confirm whether such data exists, and to be informed of its content, source, and accuracy. If any of your data is inaccurate, you may request that Kilkenny County Council correct, remove, block, or object to its use. Please note that in some cases, blocking access to certain data may delay or prevent access to services where that data is legally required or essential for service delivery.

To protect your privacy, we verify your identity before granting access to personal data. To exercise your rights, follow the instructions [here](#).

Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Kilkenny County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Phone Number: (01) 765 0100 / 1800 43 737

E-mail: info@dataprotection.ie

Website: www.dataprotection.ie

Postal Address: Data Protection Commission, 6 Pembroke Row, Dublin 2, D02 X963

Further Information:

Further information and advice on the operation of this policy and procedures document is available from the Data Protection Officer, Kilkenny County Council.

Contact details for the Kilkenny County Council's Data Protection Officer are as follows:

Phone Number: +353 56 7794070

E-mail: dataprotection@kilkennycoco.ie

Website: www.Kilkennycoco.ie

Postal Address: Kilkenny County Council, County Hall, John Street, Kilkenny R95 A39T

Monitoring and Review

Provisions contained in this statement shall be subject to on-going monitoring and review.
