



Data Usage & Privacy Policy Statement

How we use members' data

We will use the details you provide us to issue your library books and other items to you and for statistical purposes to aid the running of the library and associated activities.

We will use the contact details you provide us to:

- Inform you by e-mail that you have overdue books and other items that need renewing
- Inform you by e-mail of events at CEL, details of closures, new books etc.
- Inform you by post if you have long overdue books
- Inform you by post of important information to changes at CEL.

We will only contact you by phone in exceptional circumstances:

- You have left a wallet, car keys or child in the library
- You have left a message and requested us to return your call

Storage of Data and Deletion

Data provided on the membership form will be stored electronically for as long as your CEL membership remains valid. After your membership expires we will only retain your data electronically if you have not returned all items borrowed from CEL. We will retain your data in our system until you return our property.

You may unsubscribe from CEL e-mail news, BUT, this means you will not be able to find out about library closures and other important information.

If you wish to check what data CEL holds on you e-mail info@celstuttgart.de

Paper copies of membership forms will be retained, under lock and key, for five years for financial, banking and tax purposes.

Photography

Photography may take place at CEL. If you have given your consent on your membership form we may use photos of you and your children on the CEL website / facebook.

CEL is not responsible for any photos taken or posted privately by individual members. Please make it clear to other parents if you do not wish your children to be photographed.

Volunteering at CEL – sharing of data.

For the purposes of offering a volunteer run library service, if you offer to help with a specific event or volunteer area e.g. class-visits, desk duty CEL may share your e-mail details with the volunteer co-ordinating this area.

Your details will not be shared with anyone outside CEL.