**Loan agreement for Oldham libraries equipment**

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| --- | --- |
| Name: |  |
| Library Card Number: |  |
| How did you find out about this scheme? |  |
| Email Address: |  |
| Contact telephone number: |  |
| Barcode: |  |
| Date of loan: |  |
| Return Date: |  |

\*We collect borrower contact information so that we can contact borrowers if a device is overdue

**I agree to the following Terms and Conditions: -**

* The period of loan for this device is up to 3 weeks from the date on this form, the device must be returned to or renewed at an Oldham Council Library by the return date. The device will be locked after 3 weeks by Oldham Libraries
* A feedback form should be completed by all borrowers of devices to enable Oldham Libraries to gather evaluation data
* Under no circumstances should the device be used for illegal or offensive activities. Borrowers must agree to the Oldham Libraries acceptable use policy (see reverse of this form)
* The devices must be returned in good working order and in the same condition as borrowed
* All data and information will be deleted from the device immediately when the device is returned to the Library
* The device can be locked remotely and rendered unusable at any time by Oldham Libraries

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form, you also agree for Oldham Libraries, Oldham Council to process your data as described in the processing of personal data policy overleaf

**Oldham Libraries Acceptable Use Policy**

1. **Conditions of use; customer responsibilities**

1.1 You must not download / run / play program files which are not supported by Oldham Libraries. Some file types are blocked and cannot be downloaded, in order to prevent the spread of viruses and malicious software.

1.2 You must not look at illegal information / web sites.

1.3 You must not use the device to view, read, download, upload, distribute, circulate or sell any material which is pornographic, obscene, racist, sexist, offensive or intended to cause harassment, alarm, distress, to stir up or cause racial hatred. It is illegal to discriminate against others or to harass others by publishing or circulating discriminatory information.

1.4 You must have the consent of individuals featured before publishing information online, including photographs and video files. It is unlawful to publish untrue information which damages the reputation of a person or organisation, or holds them up to hatred, ridicule or contempt.

1.5 You must not break copyright law. All information on the Internet is subject to copyright unless specifically stated otherwise, including images, text, video, audio and all file types. Illegal download web sites which break copyright are blocked by the web filter.

1.6 You must not use our devices for any illegal activity including computer hacking, maliciously changing software, writing and publishing computer viruses.

1. **What happens if you break the terms and conditions or misuse the device?**

2.1 If you breach any of the guidelines set out in this document Oldham Libraries reserve the right to revoke access for as long as is necessary, dependent on the severity of the transgression.

2.2 If you are subject to a banning order then you will be banned from using Wi-Fi and computers at all Oldham Libraries, and from borrowing Internet enabled devices from all Oldham Libraries. If banned, you will receive a letter outlining why you have been banned and when your ban will expire.

2.3 Inappropriate use will be referred to Principal Library Officer, Oldham Library Services who may see fit to share said information to partner agencies such as, but not exclusively limited to, Social Services, Oldham Council’s Safeguarding Service or the Police. Records of device loans are maintained for a 24-month period.

1. **Legislation**

3.1Use of the device is covered by current or future legislation that applies to computer use and the internet.

3.2 Further details and the full version of Oldham Libraries ICT acceptable use policy are available at:

www.oldham.gov.uk/download/downloads/id/5237/oldham\_library\_public\_wi-fi\_and\_computer\_use\_-\_terms\_and\_conditions.pdf

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**Notification regarding the processing of any personal data supplied on this form**

**Data Controller** – Oldham Council

**Data Protection Officer contact** – DPO@oldham.gov.uk

**Purpose for processing –** information is collected to enable the supply and return of a loan device and to manage any infringements in relations to the conditions of use. Data may also be used to monitor quality of service, for audit and for dealing with any enquiries or complaints.

**Lawful basis for processing** – Article 6(1)(b) of the GDPR – processing is necessary for the performance of a contract.

**Data Sharing** – the personal data provided will be shared with Oldham Libraries and Oldham Council

**Transfers abroad** – this data will not be transferred abroad

**Data Retention** – this data will be retained for a period of 24 months

**Your Rights** – You have the right to ask Oldham Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However these rights are only applicable if Oldham Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, https//lco.org.uk/

**For more information** see [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)