

## DkIT Library and Data Protection Legislation

DkIT Library operates under the data protection principles set down by Dundalk Institute of Technology. Please visit <https://www.dkit.ie/data-protection-legislation> for details.

In addition, we would like to highlight the following:

- Patron information is kept no longer than is necessary for the purpose stated. Records of registered students are retained for 3 months after graduation in order to facilitate our 1-year Graduate Membership offer. External/Louth County Library members' records are deleted as they expire. Patrons with outstanding loans and fines in excess of €10 are retained for a period of 3 years. Access to patron data is through the Library Management System, which staff login to using their own username and password.
- Email correspondence from patrons is deleted every year or sooner, unless it is required to be kept for longer in order to carry out Library business.
- Databases and e-book collections are hosted in a non-DkIT supported environment. You should be aware of this and take the necessary precautions with regard to the security of your personal data.
- We are required by our Interlibrary Loan service suppliers to keep copyright declaration forms on file for seven years.
- Students who attend an Information Literacy tutorial have a note added to their Reading History online for statistical purposes.