

# Membership Declaration & Privacy Notice

## Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you (*email, phone or post*) about services or resources you have requested from the KGH Library Service.

## Sharing your personal information

We will share your information with the organisation that maintains our library management systems (PTFS); KGH HR, Finance & IT Depts; the Trusts' payroll providers; NHFT (*for community staff*); your University/College Deans Office; Brighton & Sussex NHS Library Service (*for KnowledgeShare only*); NHS OpenAthens (*for eResource access*). We may share your information with another NHS Library if you move organisations (*you will receive an email notification if this happens*).

## Accessing your personal information

You may access your account online (*ask a member of the KGH Library team*) or request access and amendments by emailing [kgh-tr.library.index@nhs.net](mailto:kgh-tr.library.index@nhs.net).

## Deleting your personal information

We will delete the data we hold on you after a maximum 5-year period of inactivity (*in case you return to use KGH Library Service again within this time*).

## Further information

For further information on how your information is used, how we maintain its security, and your rights to access it see: -

- Our website KGH Library - <https://kghlibrary.koha-ptfs.co.uk/join-the-library/>. Where you will find our 'Service Standards, Membership and Service Usage Regulations' + 'Privacy/Fair Processing Notice'  
And the Kettering General Hospital NHS F Trust – 'Privacy Notice'
- KnowledgeShare Privacy Policy (*Brighton and Sussex University Hospitals NHS Trust*) - <http://tinyurl.com/yd7z5mnb>
- EduServ OpenAthens Privacy Policy - <http://tinyurl.com/yaztw67>
- NICE/NHS OpenAthens terms and conditions - <http://tinyurl.com/y9rx4pgz>

## Your declaration:

I apply for membership of the KGH Library Service (plus, if applicable: 24/7 library access; KnowledgeShare & NHS OpenAthens) and thus understand and agree to my data being held in accordance with GDPR and Data Protection Act 2018. I agree to abide by the terms and conditions of all the services I have applied for.

Signed ..... Date .....

**Please return forms to: Library Service, Prince William Education Centre, Kettering General Hospital NHS F T, Rothwell Road, Kettering. NN16 8UZ**  
**Contact us via: email: [kgh-tr.library.index@nhs.net](mailto:kgh-tr.library.index@nhs.net); phone: 01536 492862,**  
**www: <https://kghlibrary.koha-ptfs.co.uk/>**



**Kettering General Hospital**  
NHS Foundation Trust

Membership No.:

## Library Service Membership Application

<b>First &amp; Middle Names:</b>	<b>Last Name:</b>
<b>Title:</b> Rev / Prof / Dr / Mr / Mrs / Miss / Ms / .....	<b>Job / Role:</b>
<b>Employing/Contracting Trust:</b> - KGH / GP Services / NHFT / Other: .....	<b>Directorate/Team:</b>
<b>Permanent contract:</b> YES / NO <b>If NO what is your Course / Student Placement or Short-term contract end date:</b> .....	
<b>Course name:</b>	
<b>University/Course Provider:</b>	
<b>Work address:</b>	
<b>Work email:</b>	
<b>Work phone:</b>	
<b>Home address:</b>	
<b>Personal email:</b>	
<b>Home phone/mobile:</b>	
<b>Disability? (optional):</b> YES / NO	

Name:

### LIBRARY USE ONLY

Profile Name/ Category:	Expiry date	ID shown:	24/7 set-up	24/7 Info	24/7 sticker
.....	.../.../....	Yes/ No	.../.../.....	.../.../....	.../.../.....
<b>Entered by:</b>	<b>Koha Temp Password:</b>	<b>Koha a/c closed:</b>	<b>KShare:</b>	<b>Athens:</b>	
.....	.....	.../.../.....	.../.../....	.../.../.....	

# Keeping up-to-date!



# KnowledgeShare

## Would you like targeted updates on your professional interests?

List your interests below & sign up to receive KnowledgeShare high-level evidence updates in your field/interest by email.

## How does KnowledgeShare work?

It uses a profile matching system (*settings from your profile are matched with settings on documents added by librarians across the NHS*). It can be as broad or specific as you require (*e.g. obstetrics or limit to receive items related to gestational diabetes*).

### Condition/Risk Factors

(*e.g. diabetes, obesity, dementia, cardiovascular, respiratory tract, hypersensitivity, .....*)

### Professional Interests

(*e.g. patient safety, service design, delivering education, conducting research, leadership, quality, .....*)

### Age Groups

(*please tick all that apply*)

- Neonates
- Children & Adolescents
- Adults
- Elderly

### Settings

(*e.g. GP, Community, A&E, Surgery, hospital ward*)

The KnowledgeShare system helps to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose. If you agree please tick the appropriate boxes, if you do not tick your information will only be visible to the KGH Library staff and the KnowledgeShare provider (Brighton and Sussex University Hospitals NHS Trust Library Service):

**Share with other colleagues in the NHS**

**Share with other colleagues in my organisation**

We would also like to contact you occasionally by email with current awareness information on various topics. Please tick if you are happy for us to:

**Send current awareness information**

You may change these settings at [www.knowledgeshare.nhs.uk](http://www.knowledgeshare.nhs.uk) (using your NHS OpenAthens account). **Note:** Membership to KnowledgeShare is restricted to staff and students eligible for an NHS OpenAthens account. If you do not already have a KGH OpenAthens account and are eligible, would you like the KGH Library team to create one on your behalf? If so, please tick the box in the KGH OpenAthens section opposite.

## Contact you will receive as part of your membership

We do not contact you for 'marketing' purposes.

All the information we request or provide you with via email, post or phone is regarding your KGH Library membership account (which you signed to join), updates to Library Services or details of current and new resources available to you.

What you will receive (via email, post or phone):-

- Notifications for items you have out on loan or have placed a hold on.
- Overdue, recall and outstanding charges emails and letters for items you have on loan and have not returned by their due date.
- Account update requests (*to comply with Data Protection we have to evidence that the information we hold is relevant and up-to-date, we therefore set a maximum account expiry of 3 years (this will depend on your employment and student status)*)
- Newsletters giving information about the services on offer to you and any updates that require your attention. *Maximum Frequency - Monthly*
- Current Awareness leaflets by topic and alerts *Maximum Frequency - Weekly*
- Annual user survey – a requirement of NHS library accreditation but also gives us the opportunity to access and change our services or practices where required. *Maximum Frequency - Annually*
- Surveys to gain feedback on services that have been provided to you, i.e. training sessions and enquiry/literature search requests. *Maximum Frequency – once after each service has been provided.*

## 24/7 Library Access Application

I wish to apply for 24/7 KGH Library access and understand that by ticking this box and signing overleaf I accept the KGH Library and KGH Trust policies.

## KGH NHS OpenAthens

You will require a KGH NHS OpenAthens account to access any of our eBooks, eJournals or the National NHS Databases. If you do not already hold an NHS OpenAthens account and would like us to create one on your behalf please tick the box below and sign overleaf.

**NOTE: you will receive an 'activation' email which will require your attention before your account can be used - check your spam/junk if not received in your inbox.**

I do not already hold an NHS OpenAthens account, please create one on my behalf.

I understand that by ticking this box and signing overleaf I accept the EduServ Athens policies.

**If you do already hold an NHS OpenAthens account we can move this to our Trust on your behalf, please let us know your previous Trust .....**

**PLEASE SIGN OVERLEAF**