STADTBÜCHEREI Plön

Immer was mitnehmen

Registration Form

Please fill in capital letters

Name* **Adult** ☐ **Child** ☐

First name* **Date of birth***

Street*

Postal code, town* **Phone number**

Email

Secondary

Street*

Postal code, town*

Name of legal guardian(s)*
Address, if different

Street

Postal code, town **Phone number**

*Mandatory

DECLARATION OF AGREEMENT AND CONSENT
I agree that the above data may be processed for the purposes of the computerised loan registration system in accordance with the Schleswig-Holstein State Data Protection Act.
I acknowledge the statutes of the municipal library and its components.

As a legal guardian, I undertake to be responsible for claims arising from the liability cases specified in the statutes and for fee claims.

Plön,

Place, date

Signature
For children and young people under the age of 18, signature of the legal guardian(s)

Please note the information on the reverse side!

APPENDIX DATA PROTECTION DECLARATION

DATA PROTECTION

Plön Municipal Library is an institution of the town of Plön and is therefore subject to the data protection provisions of the European General Data Protection Regulation (GDPR) and the Schleswig-Holstein State Data Protection Act (LDSG).

In this privacy policy, we inform you about the use of personal data in our library and your claims and rights under data protection regulations. We are committed to protecting the privacy of visitors and to treating and using personal data in accordance with the GDPR and the LDSG.

THE RESPONSIBLE BODY IS:

Mayor Mira Radünzel-Schneider
Schloßberg 3-4
24306 Plön
Telephone: 04522/ 5050
E-Mail: mira.raduenzel@ploen.de

OUR OFFICIAL DATA PROTECTION OFFICER IS:

Petra Schöning
Telephone: 04522/ 505-772
E-Mail: datenschutz@ploen.de

WHAT DO WE USE YOUR DATA FOR?

We require your data to process the lending and return of media, to contact you (e.g. to inform you when a reserved item is available, if you so wish). The legal basis is Art. 6 (1) (b) and (f) GDPR: these are pre-contractual measures and the data is used to protect the legitimate interests of the library (proper lending).

WHAT DATA IS COLLECTED?

When you register, we collect your first and last name and your full address (street, house number, postcode and town). Providing your date of birth, telephone number or email address is voluntary.

When registering minors, it is mandatory to provide their date of birth, as we must comply with legal requirements regarding age restrictions for certain media.

This data is used exclusively for library purposes (loans, reminders, online catalogue; with your express consent: information about reservations, expiring loan periods). It is stored electronically and protected in accordance with the provisions of the GDPR.

The data may be passed on to other libraries in the case of interlibrary loan requests.

ONLINE CATALOGUE

The library offers an online catalogue on the Internet. This service allows you to view your library account online, for example to renew a medium. The online catalogue uses cookies, which are text files that the website stores on your computer during your visit and which are necessary to enable a user-friendly visit.

Most of the cookies we use are so-called “session cookies”. They are automatically deleted at the end of your visit. Other cookies remain stored on your device until you delete them. These cookies enable us to recognise your browser the next time you visit.

You can set your browser so that you are informed when a website wants to set cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general, and activate the automatic deletion of cookies when you close your browser. You can find information on this in the help pages of your browser. If you deactivate cookies, i.e. prevent them from being stored on your device, the functionality of the online catalogue may be restricted.

Cookies that are necessary for the electronic communication process or for the provision of certain functions are stored on the basis of Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in storing cookies for the technically error-free and optimised provision of its services.

WHAT HAPPENS IF YOU DO NOT ENTRUST US WITH YOUR DATA OR REVOKE ITS USE?

If you do not entrust us with your data or revoke its use, you will no longer be able to borrow media.

HOW LONG IS YOUR DATA STORED?

We store your personal data for as long as you wish to borrow media or use our other services. Your data will be deleted no later than five years after the expiry date of your library card, provided that you no longer borrow any media and all fees have been paid.

WHAT RIGHTS DO YOU HAVE REGARDING THE DATA WE STORE ABOUT YOU?

Within the framework of the applicable legal provisions, you have the right at any time to obtain information free of charge (Art. 15 GDPR) about your stored personal data, its origin and recipients, and the purpose of data processing, a right to rectification (Art. 16 GDPR), a right to erasure of this data (Art. 17 GDPR), a right to restriction of processing (Art. 18 GDPR) and a right to object (Art. 21 GDPR). To do so, please contact the controller, whose contact details can be found at the top of this page.

You can contact us at any time at the above address if you have any further questions on the subject of data protection. You also have the right to lodge a complaint with the competent supervisory authority if you believe that the library is not complying with data protection regulations (Art. 77 (1) GDPR).

The Independent Centre for Data Protection Schleswig-Holstein, Holstenstraße 98, 24103 Kiel, is responsible for data protection supervision in accordance with Section 17 of the LDSG.

WITHDRAWAL OF YOUR CONSENT TO DATA PROCESSING

Many data processing operations are only possible with your express consent. You can revoke your consent at any time (Art. 7 (3) GDPR). To do so, simply send us an informal email. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

RIGHT TO DATA PORTABILITY

You have the right to have data that we process automatically on the basis of your consent or in fulfilment of a contract handed over to you or to a third party in a common, machine-readable format (Art. 20 GDPR). If you request the direct transfer of the data to another controller, this will only be done if it is technically possible.