

Information notice

The following text is a free translation from French to English of the „notice d'information“. The French text is legally binding.

Registration with the *Mierscher Lieshaus* is subject to provision of the following information and supporting documents: last name(s), first name(s), date of birth, postal address (street, postal code, [municipality], country), telephone number, email address, proof of ID. This information (“personal data”) is needed to validate the registration and to set up a user account.

Unless extended by the user's demand, *Mierscher Lieshaus* membership is valid for 5 years. 24 months after the user's *MiLi* membership expires, their personal data will automatically be erased. The loan history will be retained in an anonymised format to enable the library to perform statistical analyses.

Personal data is recorded in the central user database of Luxembourg's bibnet.lu library network. This database is part of the library service platform ALMA, provided by the subcontractor Ex Libris. This platform is hosted in the European Union.

The Centre des Technologies de l'Information de l'Etat (CTIE), IT subcontractor of the BnL, assures the hosting of the « authentication » part. The CTIE's involvement is regulated in accordance with article 28 of the European General Data Protection Regulation (GDPR) 2016/679.

The user can use their login and password in all libraries in the bibnet.lu network that they are registered with/can register with. Their personal data may be processed by a limited number of people duly authorised and trained for the purposes listed below.

Personal data is collected and processed to allow

- the user to register with the *Mierscher Lieshaus* and update their account details;
- the user to reserve items for home loan, consult documents at the library;
- the *Mierscher Lieshaus* to contact the user regarding his reservations, reminders and fines;
- the user to use the IT services provided by the *Mierscher Lieshaus*;
- the user to access and consult digital resources offered by the *Mierscher Lieshaus*
- to detect fraud and misuse of the digital resources made available by the *Mierscher Lieshaus*;
- the *Mierscher Lieshaus* to prepare anonymous statistics to improve the services offered;
- the *Mierscher Lieshaus* to handle the user's requests regarding the processing of their personal data.

The library *Mierscher Lieshaus*, under the authority of *Mierscher Lieshaus asbl*, together with the director of the *Bibliothèque nationale de Luxembourg*, under the authority of the Minister of Culture and with the other libraries in Luxembourg's bibnet.lu network, is the data controller responsible for processing the personal data according to the European General Data Protection Regulation (GDPR) dated 27 April 2016 (2016/679). The information intended for use according to article 13 of GDPR 2016/679 can be found in *MiLi*'s rules and regulations.

The user has the right to access as well as to rectify their personal data. They can modify their personal data directly at the *MiLi* (front desk) or online via “my account” on <http://www.a-z.lu>.

The user has the right to withdraw their consent for inclusion of this data in the Luxembourg library bibnet.lu network's central user database, to oppose the processing of his personal data as well as to request the erasure, limitation of processing, or portability of their personal data. In the event of violation of the applicable rules on the protection of personal data, they also have the right of lodging a complaint with a supervisory authority such as the National Commission for Data Protection (CNPD).

In certain cases provided for in the GDPR (2016/679), the library may object to these rights. If the user chooses to delete their personal data, they will no longer be able to access the *Mierscher Lieshaus*' loan and IT services.

For more information on their rights and on how to exercise their rights, the user may contact the *Mierscher Lieshaus* via email kontakt@mierscher-lieshaus.lu or by mailing a letter to the following address: 55, Rue Grande-Duchesse Charlotte L-7520 Mersch.

(*) For details of the libraries in the bibnet.lu network, go to http://www.bibnet.lu/blog/?page_id=5255