



Your Information

Why do we collect your personal information?

State Library of Queensland collects your personal information to enable easy access to our collections and services. The confidentiality, privacy and security of your personal information is important to us.

- We will manage your information carefully to ensure you can access our collections, services and facilities.
- We will only collect information that we need to deliver our services to you.
- We will keep your information secure, confidential and private.
- We will never sell or trade your personal details, nor will we ever indiscriminately send you irrelevant or unsolicited communication.
- You can access the information we hold about you.
- State Library will always comply with Queensland privacy legislation ([*Information Privacy Act 2009*](#)).

What information do we collect?

Your name:

- used to identify your member account
- used in library contact with you (e.g. email)

Your address:

- used to verify that you are eligible for services only offered to Queensland residents, such as borrowing services and access to eresources governed by licence agreements from publishers
- used for statistical analysis (postcode only) to determine the regional reach of membership and Open Data sets
- used to send updates on programs, major events and exhibitions (only if you have subscribed to a mailing list)

Email:

- used to contact you when your membership is expiring
- used to contact you about items you have on loan or have requested
- used to send updates on programs, major events and exhibitions (only if you have subscribed to a mailing list)

Phone:

- used to contact you about items you have on loan or have requested

Age:

- Children aged 15 years and younger require written consent from a parent or guardian before they may access State Library's onsite computing and lending services. We ask you to nominate your age group when you register to determine what level of access you are eligible for.

Loan History:

- Used to gather collection usage data.

Where your data is stored?

- To offer some of our services, membership and loan history data may be stored with companies based outside Australia including in cloud-hosted services.
- An external company storing data on behalf of State Library must handle data in a confidential and secure manner in accordance with Queensland privacy legislation (*Information Privacy Act 2009*).
- One Search membership data is stored in Queensland.