

SAVE THIS FORM BEFORE SENDING

Fields marked by * are required information

*Title (Mr/Ms/Miss/Dr/etc.):	*Surname:	*First name:
*Rank and collar no. / Job title:		*Full work address:
*Force / organisation:		
Other:		
Work mobile no (if applicable):		
*Work telephone no:		*Postcode:
*Work email (police.uk or gov.uk):		

If you would prefer to have books and other loaned items sent to you home address, please supply your home contact information below. Please supply your personal email if you would prefer we use it.

You may update your preference at any time by [contacting the Library](#).

Home telephone no:	Full home address:	
Personal mobile no:		
Personal email:		Postcode:

Journals & eBooks (OpenAthens)

Access to eJournals and eBooks is via OpenAthens; without OpenAthens your membership will be limited to book loans. In order to provide you with an OpenAthens account we will share your data (name, email) with our third party supplier. You can find out more about how they use your data [here](#).

Please supply me with an OpenAthens account: YES NO

Police Library Research Update

The Library produces a monthly research update that showcases some recent policing articles, books and key articles on a featured monthly topic; past issues can be [found here](#). You may unsubscribe by [contacting the Library](#) directly at any time.

Please subscribe me to the NPL Research update: YES NO

Please assist us by providing the following additional information:

How did you hear about the library?

Other:

What's your reason for joining?

Other:

I confirm that I have read the [Library Privacy Policy](#) as laid out below and consent to my data being used for membership purposes as detailed.

By typing my name below and returning this form I confirm I have read [Using the Library](#) and agree to the terms and conditions of borrowing and use of the National Police Library services and facilities.

Electronic signature:

Date:

You are advised to email this form using your secure work account; personal email accounts are not secure. **Return your completed form to:** library@college.pnn.police.uk

Library privacy policy

Part of our remit is to facilitate access to the National Police Library, providing our members with thousands of resources including journals, books and postal loans. All UK police officers, staff and the College workforce can become Library members.

In order to facilitate membership to the library service we need to collect and process your personal data. We are committed to protecting the privacy of the information you share with us in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Lawful bases for processing your information

- For general processing, we rely on **Public Task**. As the professional body for policing, part of our role is to provide those working in policing with the skills and knowledge necessary to prevent crime, protect the public, and secure public trust. This is directly aligned to the provision of the National Police Library.
- Where you have voluntarily signed up to receive the Research newsletter, we rely on your **Consent** to process your information.

Types of processing

We may periodically contact you about your account and will send automatic notifications for pre-overdue and overdue items. We also reserve the right contact your Force if you do not respond to final overdue notifications or item replacement invoices.

In order to provide you with an OpenAthens account we will share your data with our third party supplier. You can [find out more about how they use your data here](#)

Retention of your personal data

Police Officers and Police Staff

Your personal data is retained for the length of life of your account and we will contact you annually about renewal, and to ensure the currency of your information. If we do not hear from you within a reasonable period of time, your personal data will be deleted. Any confirmation of renewal will allow access for a further 12 months when the process will begin again. This does not affect your rights to unsubscribe to the service at any point throughout your membership.

College of Policing Workforce

If you subscribe to the Police National Library, we will retain your personal data and maintain your membership for the duration of your employment or contract, or until you tell us that you wish to unsubscribe.

Security of your information

Your personal data is stored securely at all times, with strict control over access. This is also periodically reviewed.

Additional information and your rights

You can find out more about the [using the National Police Library here](#)

To know more about how we process your personal data, to contact our data protection officer or to exercise your rights over your data please you can [access our overarching privacy notice here](#).

[BACK TO CONSENT BOX](#)

FOR LIBRARY USE ONLY:

Circulation:

Newsletter: