Privacy Policy

KnowledgeShare is made available by Buckinghamshire Healthcare NHS Trust and we are committed to protecting the privacy of people who use the system. This page lets you know what personal information we collect, how we use it and how we safeguard it.

Please read this privacy policy carefully. By using KnowledgeShare you are agreeing to be bound by this policy in respect of the information about you that is stored here.

The term "you" refers to the registered users or guest users of KnowledgeShare. "Library" or “Library Service(s)” refers to the NHS library service you are registered with on KnowledgeShare.

Your personal information and how we use it

In order to ensure that Library staff can contact you and easily identify you in the system we store your name, email address(es), phone number, NHS OpenAthens IDs, organisation, department, work location, job title and role.

If you wish to receive KnowledgeShare targeted information updates the system will also store your professional interests. The system will also store any evaluative information you provide about KnowledgeShare services.

This information is used to allow you to log in to KnowledgeShare, to maintain a record of the work done for you by the library service and to send you email updates.

Sharing your information with others

Your contact information will be available to staff working at NHS library services that have subscribed to KnowledgeShare. This allows us to transfer your records between Library teams if and when you move between health and social care organisations.

The collaborative elements of KnowledgeShare rely on registered users sharing their information with other registered users so that it is possible to find and connect with one another. However, you may set the extent to which your information is shared.

Only health and social care staff and students who are eligible for an NHS OpenAthens password will be able to gain access to KnowledgeShare.

You may choose to share your contact information (plus or minus your professional interests) with other registered users in your own organisation or with other registered users on KnowledgeShare.

If your details are added to KnowledgeShare by your Library Service in order to provide services to you, they will ask you who should have permission to view this information. It is your responsibility to ensure that permissions to view your information are set according to your preferences.
Information about evaluative information you have supplied about KnowledgeShare services will be shared with those Library Service teams to whom they apply.

Anonymised information will be used for reporting on usage of KnowledgeShare services.

We will share your information with others where required to do so by law. We will never sell your information to anyone, or share it in a way not described in this notice without your permission.

Use of Cookies

KnowledgeShare uses cookies to identify you as a user of the service. Cookies are small text files that a website or web service may put on your computer or mobile device when you first visit a site or page. The cookie enables KnowledgeShare to recognise your device whilst you are using the service.

KnowledgeShare uses essential cookies to identify users when they login to the service. Your continued use of KnowledgeShare implies your consent to the use of cookies.

Information security

Technical safeguards, such as firewalls, antivirus software, and data encryption are used to help ensure that your information is kept safe and only disclosed to people who are authorised to view it. Where we are required to share your information with third parties, we will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Information you submit online via the KnowledgeShare website, or share with us by email, can never be 100% secure. Any information you share in this way is communicated at your own risk. You must keep OpenAthens usernames and passwords confidential, secure and only use them according to relevant instructions. We will never ask you to share your password with us.

Linking to third party websites

The KnowledgeShare site and emails produced by KnowledgeShare contain links to other sites. We are not responsible for the privacy policies or practices of third party sites. If you follow a link to any other sites, please note that such sites have their own privacy policies and that we do not accept any responsibility or liability for their policies. Please check their policies before you submit any information to such sites.

The Data Protection Act 1998

Any information you share with us, including your email address and other contact details, is deemed as 'personal data' under the Data Protection Act. We must therefore, follow the principles set out in the Act when processing your personal information. For more information about the Act, including your rights as a Data Subject, please visit the Information Commissioner's website at http://ico.org.uk/for_organisations/data_protection/the_guide.
Your access to the information we hold about you

You have the right to ask us for a copy of any personal data we hold about you, to require us to correct any mistakes and to be removed from the KnowledgeShare system. Please use the contact details below if you wish to make use of these rights.

You can also view any details we hold about you by logging into your KnowledgeShare account.

Disposing of your information

We will keep your information for as long as you are making use of NHS library services and for a further five years of inactivity (in case you return to using the services after a break). The system will only store as much information about you as is required, and will securely destroy any personal information about you when it is no longer of use.

Contact us

If you have any concerns related to this privacy policy, or have queries about the use of your personal information, please contact Sarah Lewis at sarah.lewis23@nhs.net