



EUROPEAN COURT OF HUMAN RIGHTS  
COUR EUROPÉENNE DES DROITS DE L'HOMME

LIBRARY OF THE COURT - BIBLIOTHEQUE DE LA COUR

## Library Management System – Symphony (SirsiDynix)

### Data Privacy Notice

Last updated on 28/06/2022

#### 1. Who is responsible for data processing?

The Council of Europe is the “data controller” with respect to the processing of personal data in the Library Management System (LMS), including the online catalogue of the library of the European Court of Human Rights (“the Court”), which means it has the decision-making power concerning the data processing.

#### 2. What data do we process and for what purpose?

We process the following categories of the personal data in respect of every library user registered in the LMS: name, surname, professional e-mail address, professional telephone number extension, borrowing history. We need this information in order to set up and manage the user account and enable the users to borrow, return and reserve material (circulation functions).

The information regarding the judges of the Court also includes a mention of the Section to which they belong and the State from which they are elected, as well as the professional email address of his or her assistant. This information allows quick reference to a Judge’s details at the reference desk and facilitates the library inventory.

In respect of the Court’s trainees, we also process information on the date of the end of the traineeship in order to manage circulation functions.

Your personal details are linked to your User ID used to identify you and manage your library account. Your User ID corresponds to the staff member badge number.

#### 3. What is the legal basis for our processing of your data?

We process your personal data on the basis of the Council of Europe’s legal instruments and its internal rules in order to carry out activities necessary for the performance of the Council of Europe’s tasks. We process your personal data to provide you with access to circulation functions of the LMS of the Court library in order to facilitate your legal research so as to ensure the high quality of the Court’s decisions and judgments.

#### 4. Who has access to your data?

Your personal information will be accessible only by the Court’s library staff and library trainees.

In case of a technical issue, your personal data may be shared with the Court’s IT team and/or SirsiDynix’s staff for the purposes of technical assistance. Only authorised SirsiDynix’s staff will be able to have access to your data.

Otherwise, we will not share your information with any third party.

#### 5. How do we collect and store your data?

We collect your information from you when you open your library user account at the library reference desk. The number for your User ID is created by reading the information on your staff badge via a contact reader, while all other information is entered into the LMS manually.

We use SirsiDynix Symphony Library Management System in order to manage the online catalogue. Your personal data will be stored on SirsiDynix servers in the United Kingdom. We have made sure that SirsiDynix put in place measures to protect the security of your information, including appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In particular, the data are protected using modern encryption, intrusion prevention, and account access techniques.

#### 6. How long will your data be stored?

We may keep your personal information on record for as long as is necessary for the purposes for which it was collected. When the Court’s library decides that holding your personal details is no longer necessary, we will securely delete them.

#### 7. What are your data protection rights?

You have the right to:

- request access to your personal information held by us;
- request that we correct incomplete or inaccurate personal information that we hold about you;
- request we delete or remove your personal information when there is no valid reason for us to keep it;
- object to the processing of your personal information on specific grounds relating to your situation.

If you want to exercise the above rights, or for any queries, concerns, or requests you may have in connection with the way your data is collected and used, please contact us by sending an email to [ECHRlibrary@echr.coe.int](mailto:ECHRlibrary@echr.coe.int) or to the Council of Europe Data Protection Officer at [dpo@coe.int](mailto:dpo@coe.int).



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