

CULTURE PERTH & KINROSS

Culture Perth and Kinross Libraries & Information Services

As part of the People's Network, Culture Perth and Kinross ("CPK"), offers customers the opportunity to use a wide range of computing technology and information resources, including free access to the Internet, word processing and other multi-media applications, for the purposes of education, information, and recreation.

To ensure that standards of acceptable use are maintained within Libraries we have the following Policy, which forms part of the Terms and Conditions of Membership for the Library Service:

Acceptable Use Policy (AUP)

1. Conditions of Access

- Anyone who is a member of Perth & Kinross Libraries and Information Service may use a Library. Non-members and visitors to the Library may also use the facilities available as a guest. Access is via a unique user number supplemented by a 4-digit PIN number.
- All users must read and accept the AUP which is displayed on each computer before they may use the facilities of a Library.
- Young people aged under 16 may use a Library computer only with the written permission of a parent or carer including confirmation that the parent or carer has read and accepted the AUP.
- Parents and carers are responsible for the supervision, welfare and behaviour of children when using the facilities.
- Bookings are made through an automated system and length of booking may be varied according to demand.
- The Library computers must be used as installed. Users must not add, delete or change anything on the computers.
- CPK accepts no liability for anything that happens to a user's IT equipment or anything that might happen to a user because of the condition of the user's IT equipment when connected to an Library computer.
- CPK uses a virus checker on its computers. Users are reminded, however, that this does not always protect disks or CDs from infection. CPK accepts no liability for any damage to users' computers and/or data from infected disks.
- CPK accepts no liability for the security of any personal information left on screen by a user at the conclusion of a session.
- All computer hard drives are wiped at the end of each session and so files cannot be stored on them.

2. Internet Use

- Age appropriate filtering is applied to machines designated for the use of children. Current filtering technology may not be totally foolproof and CPK cannot therefore guarantee against users accidentally accessing information and images that may be considered offensive or disturbing.
- As with other information sources such as television and film, some material available on the internet may be unsuitable for children. Parents and carers are responsible for setting and conveying the standards their children should follow. Staff are happy to help, if required, with internet searches and to advise parents on safe surfing for children.

- CPK cannot control, and is not responsible for the nature, content or accuracy of, information obtained from the internet.
- Online financial transactions are undertaken entirely at the user's own risk. CPK is not responsible for any resulting direct, indirect or consequential losses.
- The Libraries and Information Services Manager reserves the right to deny entry to illegal sites and to sites unsuitable for viewing in a public library.
- Library staff are permitted to view computer screens at any time. Internet use may be monitored.
- Users should be aware of Copyright and licensing restrictions applicable to information accessed on the internet and that they are responsible for compliance.

3. Prohibited Conduct

The following actions are considered unacceptable and may result in an individual's Library privileges being suspended or withdrawn by a member of staff:

- Any wilful damage to equipment or the network
- Altering settings on a computer or the network
- Accessing, viewing or distributing illegal material
- Accessing, viewing or distributing obscene, abusive, pornographic or offensive material
- Accessing or viewing live television content broadcast in the UK or otherwise (TV licensing restrictions)
- Users must respect the privacy of others and must not transmit information, photographs or images of another individual without that individual's knowledge and consent
- Login details are not transferable and users must not log on to any of the public computers using another person's details. Both users will be suspended if this is found to be the case.

Where a user's rights are suspended or withdrawn, he/she may request a review of that decision by the Chief Executive, Culture Perth and Kinross.

General Data Protection Regulation (GDPR)

The information provided by you with regard to permanent or temporary membership will be used to manage your access to the People's Network, ensure compliance with the Acceptable Use Policy for the People's Network and for statistical purposes. CPK may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, or where required by law. Your information will not be disclosed for any other reason. You have the right to find out what information CPK holds about you. This is known as a Subject Access Request. For further information, please see our website www.culturepk.org.uk/about-cpk/data-protection