

AFBI Library Membership Application

Surname: (Prof / Dr / Mr / Mrs / Miss / Ms):

Forename(s):

AFBI Branch:

Location:

E-mail address:

Telephone:

Contract end date (if applicable):

If you are a STUDENT / RESEARCHER please provide the following additional information:

Home Institution:

Student Type: UG / PG / Researcher (Please specify):

Name of AFBI Supervisor (Please print):

Home Address:.....

.....

Expected end date of study or research:

.....

I agree to abide by [Library rules](#)

I wish to be added to the AFBI Library mailing list to be notified via email of Library-related information on a non-regular basis.

I understand that the information contained on this form will only be used for the purposes listed overleaf and will be processed in line with the University's obligations under the General Data Protection Regulation. I confirm that the information provided in this form is complete and accurate.

Signature: Date:

.....

AUTHORISATION – To be completed for all applications

Recommendation by Project Leader (Please Print):

Signature of Project Leader:

Authorisation from Head of Branch (Please Print):

Signature of Head of Branch: Date:

Data Protection Statement (Privacy Notice)

The personal information provided will be managed in accordance with the provisions of the General Data Protection Regulation (GDPR). The University administers its obligations under this legislation in accordance with its Data Protection Policy.

The AFBI Library holds information about applicants and members on paper in the following categories:

- Personal Details: name, work address, contact details (AFBI employees);
- Personal Details: name, home address, contact details, student status (student/researcher)
- Field of work or research

This information will be used for the following purposes:

- Allowing access as appropriate to Library Services;
- Communications from the AFBI Library and Queen's University;
- Contact on an occasional basis for surveys and research to improve our service.

Is my personal data shared with anyone outside of AFBI?

Your personal details will be shared with Queen's University, as the contracted provider of library services

Your name and email address may be shared with other libraries in order to fulfil an inter-library loan or document delivery request.

How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purposes for which it was collected, and in accordance with the University's Records Management Policy. Data will be securely destroyed when no longer required.

Your rights

You have a number of rights under data protection legislation, including the right to access personal data that the University holds about you insofar as it falls within the scope of the legislation. Please contact the Information Compliance Unit (info.compliance@qub.ac.uk) for further information.

Queen's University Belfast

AFBI Library
AFBI Headquarters
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Belfast BT9 5PX
Tel 028 9025 5227