


Please write clearly

User ID: R _____

Title:	First Name:	Last Name:
Home Address:	Department:	
	Site / Location:	
Phone / Mobile:	Job Title / Role:	
Preferred Email Address:	Trust / Employer / University:	
	Leaving Date:	

Would you like targeted updates on your professional interests? List your interests below to sign up for KnowledgeShare Evidence Updates by email:  **KnowledgeShare**

Conditions / Lifestyle Factors (e.g. lung cancer, diabetes, sepsis, frailty)		Other Interests (e.g. research, leadership, education)	
Age Groups (please tick)	<input type="checkbox"/> Neonates <input type="checkbox"/> Children & Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Older people	Settings (e.g. GP Surgery, hospital ward, outpatients, community health clinic, etc...)	

Our systems help to share knowledge across the NHS by connecting staff with one another. We would like to share your information with other NHS staff and students for this purpose. If you agree please tick the appropriate boxes:

Share my professional interests with:

- All NHS KnowledgeShare members*
 Colleagues in my organisation
 Library staff only

Share my work contact information with:

- All NHS KnowledgeShare members*
 Colleagues in my organisation
 Library staff only

You may change these settings at any time at www.knowledgeshare.nhs.uk (using your NHS OpenAthens account).

*Membership to KnowledgeShare is restricted to staff and students eligible for an NHS OpenAthens account

We also produce regular **bulletins** on the following topics. Please tick if you would like to receive any of these emails:

- | | | |
|---|--|--|
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Dietetics | <input type="checkbox"/> Infection Control |
| <input type="checkbox"/> Breast Surgery | <input type="checkbox"/> Education | <input type="checkbox"/> Occupational Therapy |
| <input type="checkbox"/> Coronary Care | <input type="checkbox"/> Equality & Diversity | <input type="checkbox"/> Ophthalmology |
| <input type="checkbox"/> Critical Care | <input type="checkbox"/> Falls Awareness | <input type="checkbox"/> Physiotherapy |
| <input type="checkbox"/> Dermatology | <input type="checkbox"/> Health Management (daily) | <input type="checkbox"/> Speech & Language Therapy |

Please sign overleaf

Training

The library runs a number of different courses, which can be arranged for 1:1 or small groups. Training can be conducted virtually, in the library or your place of work. Courses include:

Overview of library online resources :: **Advanced evidence searching** :: **Study & research skills** :: **How to do a systematic review** :: **Introduction to critical appraisal** :: **Social media in the workplace** :: **Basic IT skills**

Please tick if you would like us to email you more information about our courses

Privacy Notice and Membership Declaration

Using your personal information

We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Library and Knowledge Service (LKS).

Sharing your personal information

We will share your information with the organisations that supply and manage our library management systems. We may share your information with another NHS library, or the East Cheshire NHS Trust Finance Department, if you leave the organisation and have outstanding debts or loans.

Accessing your personal information

You may contact us at any time to request a copy of the data we hold on you, and request changes to the data, by emailing ecn-tr.stafflibrary@nhs.net.

Reviewing and deleting your personal information

We review library membership records on a regular basis, deleting records as appropriate. We will delete the data we hold on you after a maximum 5-year period of inactivity (in case you return to use NHS library and knowledge services again within this time).

Further information

KnowledgeShare: for further information on how your data is used, how security is maintained, and your rights to access your data, read the full KnowledgeShare Privacy Policy online at:

https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy.

LKS: our Privacy Policy can be viewed online at: <http://www.eastcheshirenhslibrary.net/privacy-policy.html>.

Your declaration

I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions. I agree to my data being held as described above:

We would also like to contact you *occasionally* by email with information about the library services, new publications, resources, news and events. Please tick if you are happy for us to email you:

Signed:

Date:

Library Use Only

- Added to Heritage GDPR tag PIN sent
- Added to Bulletins: tags done
- Added to KnowledgeShare
- KnowledgeShare alert created
- Training email sent