

Appendix 1 to the
Rules for the Use of the Library of
Kaunas University of Technology

(Application form for using the services of the Library of Kaunas University of Technology)

**APPLICATION
FOR THE USE OF THE SERVICES OF THE LIBRARY OF KAUNAS UNIVERSITY OF
TECHNOLOGY**

Name	
Surname	
Email address	
Declared place of residence	

1. I have been informed that:

1.1. My personal data provided herein will be used by the Library of Kaunas University of Technology (hereinafter – Library) to properly provide services to me. My personal data will be processed for the following purposes: registration and administration of my data as the user, the possibility to log onto the Library Information System (hereinafter – BIS) and order documents, the documents of the open-end and rare publications funds on the premises of the Library, organisation of service provision and information supply, verification of my identity, accounting, fulfilment of financial obligations and settlements, financial accounting and control, and other purposes related to the activities of the Library.

1.2. The Library processes personal data following the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the Protection of Individuals with Regard to the Processing of Personal Data and the Free Movement of Such Data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter – Regulation), the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Personal Data Processing Policy of Kaunas University of Technology, and the Privacy Policy on Personal Data Processed by Kaunas University of Technology.

1.3. The Library will process my personal data as long as I, the user, use the Library services. If the registered user does not use the Library services, his/her personal data is stored for 2 years after the expiry of the last active record about the user in the BIS or until the identifying information is deleted from the BIS at the user's request. If the user has not used the Library services and re-registered during this period, his/her data will be destroyed.

2. By signing below, I confirm that my personal data provided in this application is complete and accurate. In case of any changes in the data required for service provision and provided herein, I undertake to notify the Library about the changes in the data within 15 days.

3. By signing below, I confirm that I have read the Rules for the Use of the Library of Kaunas University of Technology and undertake to follow the procedure for the use of the Library and take responsibility for the lost or irreparably damaged documents, equipment and other property of the Library; and I consent for my submitted data to be processed for the purposes specified in this application.

USER:

Name, surname

Signature

Date

LIBRARY EMPLOYEE:

Name, surname

Signature

Date