

Privacy and Access to Information

1. Introduction

This policy governs the collection, protection and use of personal information of Library users and recognizes the Municipal Freedom of Information and Protection of Privacy Act.

1.1. Definitions

“Library” shall mean The St. Marys Public Library

“Board” shall mean the Library Board of the St. Marys Public Library

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library

“PCIN” shall mean the Perth County Information Network and its member libraries.

“Reciprocal Libraries” shall mean the library systems of neighbouring municipalities with which the Library has reciprocal agreements. (see Appendix B of the Circulation and Services Policy)

2. Principle – Privacy of Users and Access to Library Information

The Library values the privacy of its users. Anyone requiring information about our Privacy and Access to Information Policy or about other Library operations or practices may contact the CEO.

The Library abides by Ontario’s Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

3. Consent and Release of Information

The Library does not disclose personal information to third parties, unless

1. The individual has consented in writing to that disclosure, or
2. Required by law, or
3. Necessary to provide library services through PCIN or Reciprocal Libraries, or
4. Necessary to a collection agency, for the purpose of collecting outstanding library fines or charges.

Unless under one of the exceptions mentioned above, in the case of an individual under age 16, the Library may disclose personal information to a parent or guardian and to third parties only with the consent of a parent or guardian.

The Library does not sell, rent or lease personal information to outside parties. This information is used only for Library purposes when appropriate.

4. Collection and Use of Information

The Library collects information on individuals for the administration and operation of library activities. This may include:

- Issuing library cards;
- Identifying materials the Cardholder currently has on loan;
- Recording and identifying overdue materials;
- Placing and tracking Holds;
- Tracking suggestions for purchase;
- Tracking inter-library loan transactions;
- Providing reference service;
- Faxing and emailing scanned materials as requested;
- Providing information about library programs and services;
- Fundraising for the St. Marys Public Library.

The collected information can be accessed by other PCIN member libraries for the purposes mentioned above except fundraising which is a local use only.

The Library does not retain or reveal information about an individual's use of computer resources.

The Library does not retain records of answered reference questions that are linked to any individual.

5. Opt-In

Individuals wishing to be informed about Library programs, services and fundraising activities may choose to opt-in to library newsletters and may opt-out at any time.

The Library abides by Canadian Anti-Spam Legislation (CASL).

6. Retention

The CEO ensures that personal information is not retained longer than is necessary for the provision of library services, and that programs and procedures for the retention and disposal of personal information are established and followed.

History

Date of Latest Board Approval: April 2016

Date(s) of Revision(s): March 2014*, March 2012

Date of next scheduled review: April 2019

*This policy was reformatted in December 2012 and a minor change was made in March 2012 to ensure compliance with accreditation requirements

Related Documents

Circulation and Services Policy