



## CONFIDENTIALITY OF USER RECORDS POLICY

<b>Passed:</b>	February 2000
<b>Amended:</b>	January 17, 2024
<b>Reviewed:</b>	January 17, 2024
<b>Review Period:</b>	As required.

The Stony Plain Public Library (SPPL) is committed to protecting personal privacy. Individuals have the right to privacy as provided for in the Freedom of Information and Protection of Privacy Act (FOIP). Any collection, use or disclosure of personal information by SPPL is done in accordance with FOIP.

This policy must be followed by SPPL employees, trustees, volunteers and by any person working under contract for SPPL who has access to the personal information of customers, staff or volunteers.

SPPL collects and uses personal information for the following purposes:

- the provision, delivery, management, and communication of library services including but not limited to issuing library cards, purchasing and circulating materials, dealing with customer complaints, collecting fees, facility booking requests, and issuing suspensions.
- evaluating, planning, and improving services
- library fundraising

SPPL maintains a list of personal information banks which are collections of electronic and paper records which contain personal information and are organized or retrievable by an individual's name or other personal identifier. These include all the types of personal information that SPPL records and maintains regarding employees, patrons, vendors/contractors, volunteers, and donors.

SPPL will take steps to ensure that the personal information it holds is accurate, complete and up-to-date. It will retain the personal information it collects for as long as it is needed for the purpose for which it was collected. Once it is no longer required it will be destroyed.

Information banks are the responsibility of the Director of SPPL.

Inquiries about FOIP or the information banks should be referred to the Director.

SPPL collects the personal information in accordance with FOIP.

Examples of when information will be collected include, but are not limited to:





- when using SPPL's digital resources
- when signing up for a library card
- when using SPPL's makerspaces, meeting rooms, computers and other equipment ;(i.e. gaming stations)
- when making donations to SPPL
- when applying for employment, for the board, or to become a library volunteer
- when otherwise allowed by law

Personal information collected by SPPL is shared with other public libraries in Alberta through our participation in Yellowhead Regional Library, the TRAC consortium, and The Alberta Library in order to provide library services in partnership with these organizations. SPPL confirms that each of their partners has suitable policies regarding the confidentiality of personal information.

### **Protection of Personal Information**

SPPL protects against the risks of unauthorized access, collection, use, disclosure, or disposal of personal information.

These measures include technological, physical, administrative, and operational safeguards that are appropriate to the nature and format of the personal information.

