



Privacy and Access to Information Policy

Statement of Purpose

The Perth East Public Library recognizes that the patron's choice of materials borrowed and websites visited is a private matter and will make every reasonable effort to ensure that personal information about its users and their use of library materials, services and programs remains confidential.

Libraries require personal information in order to provide library service. Personal information is collected under the authority of the *Public Libraries Act (Section 23(2))* for the administration of library operations.

Responsibility

The Perth East Public Library is subject to the Ontario *Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. M.56 (MFIPPA)*, to ensure that personal information about its users and their use of library materials, services and programs remains confidential.

1. Personal information is defined in *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 (MFIPPA)*, in part, as "recorded information about an identifiable individual." This could include information on a user's borrowing habits, as well as information related to computer use, including sign-up sheets and information on Internet use.
2. The Perth East Public Library Board will ensure that:
 - a) the library complies with the spirit, principles and intent of MFIPPA;
 - b) members of the public have access to information about the operations of the library and to their own personal information held by the library in accordance with the access provisions of MFIPPA;
 - c) the privacy of an individual's personal information is protected in compliance with the privacy provisions of MFIPPA.
3. The Perth East Public Library Board is responsible for personal information under its control, and designates the Chief Executive Officer (CEO) as the individual accountable for the organization's compliance with legislation regarding privacy, ensuring that:
 - a) the purposes for which personal information is collected shall be identified by the library at, or before, the time the information is collected;
 - b) consent of the individual is acquired for the disclosure of collection use or personal information;
 - c) collection of personal information shall be limited to that which is necessary for the proper administration of the library and the provision of library services and programs, in accordance with the *Public Libraries Act, R.R.O. 1990*;

Policy Type: Operational

Policy Number: OP-01

Approval Date: January 12, 2010

Last Reviewed: March 14, 2023

Next Review: March 2028

- d) The library will not retain any personal information related to the items borrowed or requested by a user, or pertaining to a user's on-line activity, longer than is necessary for the provision of library services and programs;
- e) The library will not disclose personal information related to a visitor or a library user to any third party without obtaining consent to do so, subject to certain exemptions as provided by MFIPPA. Information will be disclosed:
 - i. to a parent or guardian of a person up to sixteen (16) years of age;
 - ii. upon the presentation of a search warrant;
 - iii. to police in the absence of a search warrant to aid an investigation (on the CEO's discretion);
 - iv. in compassionate circumstances to facilitate contact with next of kin or a friend of an individual who is injured, ill or deceased.
- f) Personal information shall be as accurate, complete and up-to-date as is necessary for the purpose for which it is used;
- g) Personal information shall be protected by security safeguards appropriate to the sensitivity of the information;
- h) Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information, and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate;
- i) An individual shall be able to address a challenge concerning compliance with the above principles to the CEO

A person in possession of a Perth East Public Library card is assumed to be the owner or to have the owner's permission to use the card. This includes the cards of children or spouses. A customer who presents a library card, overdue notice or collection letter belonging to another person is assumed to have consent to pick up material or pay fines on behalf of the member. When it is known that the bearer of the card, overdue notice or collection letter is not the member named on these documents, access to other information from the member's account will not be released unless written permission acceptable to the library has been provided.

Related Documents

Perth East Public Library Policy. *Circulation Policy*.

Government of Ontario. *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*.

Government of Ontario. *Public Libraries Act, R.R.O. 1990*.

Policy Type: Operational

Policy Number: OP-01

Approval Date: January 12, 2010

Last Reviewed: March 14, 2023

Next Review: March 2028