



Confidentiality & the Protection of Privacy

Policy

Haliburton County Library Board recognizes that the patron's choice of materials borrowed and websites visited is a private matter. Haliburton County Public Library (HCPL) will therefore make every reasonable effort to ensure that personal information about its patrons and their use of library materials, services, and programs remain confidential.

Procedure

- 1) Personal information is defined in the *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, in the library context, information on a user's borrowing habits, personal information with regards to programming attendance, as well as information related to computer use.
- 2) The Board ensures that:
 - a) HCPL complies with the spirit, principles, and intent of MFIPPA.
 - b) Members of the public have access to information about the operations of HCPL and to their own personal information held by HCPL.
 - c) The privacy of an individual's personal information is protected in compliance with the privacy provisions of MFIPPA.
- 3) The 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 and ensures that:
 - a) The purposes for which personal information is collected shall be identified by the HCPL at, or before, the time the information is collected.
 - b) Consent of the individual is acquired for the disclosure, collection, or use of their personal information.

Haliburton County Public Library Policy Manual

Policy Type:	Procedural
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Policy Name:	Confidentiality & the Protection of Privacy
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HALIBURTON COUNTY
PUBLIC LIBRARY

- c) The 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, unless requested by the patron.
- d) HCPL will not retain any personal information related to the items borrowed or requested by a user, or pertaining to a user's online activity, longer than is necessary for the provision of library services.
- e) HCPL staff will ensure that personal patron information is not displayed in a way that makes it available to other patrons.
- f) Interlibrary Loan requests shall be stored in such a way that patrons cannot see the names of those requesting the material.
- g) Registration forms, request slips, notes, or other records that identify individuals will be destroyed completely
- h) In branches where video surveillance cameras (CCTV) may be installed, video footage will be collected under the authority of MFIPPA and the Freedom of Information and Privacy Act, as applicable. This information is used for the purposes of promoting public safety and reducing crime at the site where the equipment is installed. Permissions and retrieval will be in conjunction with municipal staff, and the County I.T. department.

Related Documents

Haliburton County Library Board OP-08 Internet Services Policy

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56
MFIPPA

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