

<b>Policy Number:</b> P01		<b>Pages:</b> 5
<b>Latest Revision</b> March 2017	<b>Reviewed</b> Annually in January	<b>Point of Contact</b> Elaine Bird, Director of Support Services

## Freedom of Information and Protection of Privacy Policy

### Policy Statement

The Pickering Public Library is committed to providing both access to information and privacy as outlined in the *Municipal Freedom of Information and Protection of Privacy Act R.S.O 1990 cM 56*, as amended and the *Public Libraries Act R.R.O 1990*. It is the Policy of the Pickering Public Library to make information about the Library available to the public and protect the privacy of all individuals' personal information in its custody or control in keeping with the applicable legislation. Personal information collected about individuals is limited to that information necessary for the provision of services and the proper administration of the Library.

### Policy Objectives

1. Ensure that the Pickering Public Library complies the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
2. Ensure that the privacy of individuals is protected with respect to personal information about themselves held by the Library and to provide individuals with the right of access to their information and with access to information about the operations of the Library.
3. Identify circumstances under which your personal information may be shared.
4. Identify the process to access information held by the Library.

# Policy Principles

## Privacy Principles

### 1. General Privacy Principles

The Library will not sell, lease, or otherwise distribute or disclose your email address, postal address, phone number, or other personal information for non-library purposes to outside parties, except in circumstances detailed in this policy.

From time to time, the Library may feature images of library clients on our website or in other materials. Images may be retained as part of the Library's archive. These will not be displayed without signed approval (a guardian must provide approval for a child).

The Library will use or display only a child's first name, last initial and age, to announce contest winners, or display any work submitted to the Library by a child.

The Library keeps copies of comments and suggestions with identifiable client information linked to it for a period of up to three years for service monitoring and improvements. If you are concerned about your privacy you may submit written documents anonymously. If comments are used for publicity, the Library use only the first name and initial if available or seek the permission of the commenter to use their full name.

### 2. Privacy and Your Library Account

All information related to your registration, including your birth date and the materials you borrow, are for internal library purposes only (to create and confirm your unique record, issue loans, etc.) The information is confidential except in the following circumstances:

- a) Overdue and holds notification from the Library by telephone, email or mail to your home (title information may be included in mail and email).
- b) Fees payment: a receipt including title information is given to the person paying.
- c) Agencies collecting monies and materials owed to the Library.
- d) Official police investigations.
- e) Parental request for information regarding their child's account, provided the child is under 16 and the parent is able to provide proper identification.

The library catalogue provides access to your library records with your library card number and PIN number. In order that you may review your library activity, information is stored in your personal library account, which includes your name, email address, postal address, phone number, fees owing, current checkouts, and requests/holds information. You are cautioned to protect this information on public or shared workstations by always signing out from your personal library account before leaving a workstation and by protecting your login information.

A person in possession of a library card is assumed to be the owner or have the owner's permission to use the card. Therefore, in order to protect your record, you should notify the Library immediately upon loss of your library card.

Information about items you borrow is not kept beyond the return of the item unless it is incomplete, damaged or overdue. If an individual chooses to, a list of all items borrowed or other types of lists can be kept and made available on the catalogue. Outstanding items & fees remain on your record indefinitely even once paid, as do notes regarding any unresolved issues in your account.

### **3. Privacy When You Use a Library Computer Workstation**

Library workstations provide access to some or all of the following resources: the catalogue, selected online resources, selected computer programs (such as office suite software) and the internet.

The Library cannot guarantee your privacy when using library workstations. All library workstations are located in a public environment and any files that are displayed on monitors are subject to viewing by members of the public. Library clients are cautioned to be vigilant about displaying personal information.

Clients are urged to be cautious about displaying information that might be considered offensive or harassing in a public environment. See the [Internet Use Policy](#) for details. From time to time staff may view client workstations, remotely or in person, to ensure that the Internet Use Policy is being followed.

The privacy implications of using the library catalogue from a workstation are addressed in section 2 above.

When you use a Library workstation to access resources such as online magazines and newspapers, the Library will track the use of these products for statistical purposes only. The use is anonymous and not associated with a library client account in any manner.

When you use a Library workstation to access the internet, sites that you visit are kept in a memory cache on the workstation until you close the browser. You are cautioned to close your browser before leaving a workstation to ensure that any personal information (such as email and bank account information) is not left on the workstation.

### **4. Privacy When You Visit the Library in Person**

Some Library locations have security cameras inside and outside the buildings. The images are kept for no more than one hundred and twenty (120) days. In order to ensure the safety and security of visitors and staff, these images may be monitored or reviewed by library or city staff or for official police investigations. Please see the [Video Surveillance Policy](#) for further details.

The Library uses an RFID (Radio Frequency Identification) system for circulation and security. No personal information is stored on the RFID tags. The only information

stored is the item identifying number and the current status of the item (checked in or checked out). General privacy of borrowing information is covered in section 2 above.

The Library provides public wireless Internet access at all of its locations for your convenience. You are responsible for protecting your own hardware and software and for the transmission of personal information. The Internet Access Policy applies to all clients, whether connecting via wireless access or computers provided by the Library. See the [Internet Use Policy](#) for details.

## 5. Privacy When You Visit the Library Website from an External Location

When you visit the Pickering Public Library's website, the following information is collected, stored and deleted from our files within one year:

- a) The address (IP) of your computer or of your internet provider.
- b) The date and time you access our site.
- c) The internet address of the website which referred you to our site.

The Library will use this information to measure the number of visitors to the different sections of our site, and to help us make our site more useful to you. We do not make any links between website data and individual clients.

We may ask visitors to our site to provide their email address, postal address and/or telephone number only when needed to assist in answering inquiries or providing information and library services. Such personal information is confidential except if requested as part of an official police investigation.

If you contact the Library by email or fill-in forms available on the website, the information provided by you will only be seen by Library staff in order to respond to the request or comment.

The Library's website contains some resources that are restricted to library cardholders only. For these resources the library will request your library card number and PIN for the purposes of validation. The information about what was accessed is not retained beyond the end of the session.

## 6. Privacy and Third Party Services

The Library website contains links to external sites not maintained by the Library. The Library is not responsible for your privacy when you disclose information to external websites: it is your responsibility to protect your personal information. Clients are encouraged to review the privacy policies of third party services that they use. Third parties must either agree to adhere to strict confidentiality obligations in a way that is consistent with this Privacy Policy and the agreements we enter into with them or we require them to post their own privacy policy

## Access to Information Principles

7. Individuals have the right to request access to general Library records and access to personal information (information about yourself) held by the Library. You may also request a correction to personal information. Your identity will need to be confirmed

before you are provided with access to your personal information.

8. Library Board agendas and minutes, annual reports, policies and a variety of other information will routinely be made a matter of public record through the Pickering Public Library website and through Library publications.

9. **Making a Formal Information Access Request**

In addition to the information that is available on the Library website, you have the right to request access to general records of the Library subject to the rules laid out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). You can also request access to your personal information held by the Library. All such requests for access to information must be sent in writing to:

CEO of Pickering Public Library  
1 The Esplanade, P.O. Box 368  
Pickering, ON L1V 2R6

Pickering Public Library may charge a fee to respond to requests as outlined in the MFIPPA Regulations. Such fees may include search/retrieval time, photocopying charges and time spent preparing records for disclosure.

10. **Correcting Your Personal Information Held by the Library**

If you believe there is an error or omission in your personal information, you have the right to request correction of your personal information held by the Library. Library staff at any location will assist you with this process. There is no charge for this process.

Related Policies: Video Surveillance Policy  
Internet Use Policy

For further information please contact Elaine Bird, Director of Support Services at [elaineb@picnet.org](mailto:elaineb@picnet.org) or 905-831-6265 extension 6231.

*Alternate formats available upon request. Please talk to Library staff.*