

## **EAST GWILLIMBURY PUBLIC LIBRARY BOARD**

### **CONFIDENTIALITY OF LIBRARY PATRON INFORMATION**

#### **COLLECTION OF LIBRARY PATRON INFORMATION**

The East Gwillimbury Public Library collects and uses personal information on library patrons. This may include, but is not limited to, name, personal address, telephone number, age, record of materials borrowed, program attendance and computer use of library patrons.

The purpose of this collection is for the management and administration of library services. It enables the Library to fulfill its mandate by making materials available, keeping necessary records, planning purposes, statistical analysis and ensuring the Library's resources are safeguarded. Precautions are taken to ensure that this information is retained in confidence.

#### **DISCLOSURE OF LIBRARY PATRON INFORMATION**

All information contained in the library's database including patron registration data or circulation transaction files or reports is confidential.

Upon presentation and validation of his/her library card and/or proof of identity, a patron may query his/her own record.

Upon presentation and validation of his/her library card and/or proof of identity, a patron may query the records of his/her minor age children or wards (individuals less than 16 years of age).

Once material is returned to the library and checked in, the name of the last patron to use the material remains in a background file on the patron record for use by authorized Library personnel.

No other person is entitled to information contained in the library's database except authorized library employees in the course of their duties.

Requests for patron information from the library's databases by the police and/or government agencies shall only be provided upon presentation of a proper and valid warrant.

Upon receipt of such a warrant, the Chief Executive Officer shall consult the Library Board's solicitor to ensure that the warrant is in proper form and to seek further advice.

**STATUTORY PROVISIONS**

All records and information held by the Library shall be dealt with in accordance with the provisions of the Public Libraries Act, R.S.O. 1990, Chapter P.44 and the Municipal Freedom and Protection of Personal Privacy Act, R.S.O. 2002, Chapter M56.

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