



1. INTRODUCTION

In accordance with the Public Libraries Act and the Municipal Freedom of Information & Protection of Privacy Act, all users of the Aurora Public Library have the right to privacy and confidentiality regarding their use of the Library's services and collections. Accordingly, the patron borrowing and electronic use records are held in confidence by the Library and are accessed only for the purposes identified at the point of collection. An example of notification as to purpose is:

This personal information is collected under the authority of the Public Libraries Act R.S.O. 1990, Chapter P.44 for the purpose of delivering Library services. Questions regarding the collection of this information should be directed to: Chief Executive Officer, Aurora Public Library, 15145 Yonge Street, Aurora, ON L4G 1M1, (905) 727-9493

2. COLLECTION OF PERSONAL INFORMATION

Under the authority of the Public Libraries Act, the Aurora Public Library collects personal information. *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 resources are safeguarded.*

Personal information is defined as recorded information about an identifiable individual that links the name of the individual with other information about him/her. For the Library's purposes, that information *may include but is not limited to:*

- .1 Name, address, telephone number, e-mail address (if applicable)
- .2 Gender
- .3 Year of birth for children less than 16 years of age, as well as the identity of the parent or legal guardian
- .4 Borrowed materials
- .5 Overdue fines and other charges
- .6 Holds / requests for materials
- .7 Information related to registration for Library programs

3. RETENTION OF USE INFORMATION

Personal information about the identity of Library patrons is collected voluntarily and is stored electronically in a central database. The Library also records current transactions which identify use of the Library by a specific individual. This transaction information is temporary and is deleted once a given transaction or use is deemed complete. An exception is made for authorized uses, such as tracking use data for shut-in patrons served by the Library's Visiting Library Service.

4. ACCESS TO PERSONAL INFORMATION

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

Access to patron information is limited to:

- .1 Library employees and authorized volunteers, working within the scope of their duties.
- .2 The individual to whom the information relates or, if the individual is less than 16 years of age, the person who has lawful custody of that individual. Access by an individual requires proof of identity.

Personal information held by the Library, including patron borrowing and electronic use records, will not be divulged to a third party, except in very specific permissible circumstances, including:

- .1 The parent or guardian of an individual who is less than 16 years of age.
- .2 Someone holding Power of Attorney for a specified individual, where proof of that Power is furnished.
- .3 The Library's authorized collection agent, for pursuit of overdue accounts and Library property.
- .4 A law enforcement agency requesting specific personal information, where the request is supported by a formal warrant.

Explanatory Note: a patron may elect to give his or her Library card to another person for the purpose of picking up material on hold for the patron. This practice implies consent to access the patron's record for that purpose only. It does not imply and will not result in consent to access other information on that person's record.

5. DISPOSAL OF PERSONAL INFORMATION

Personal information held by the Library, including information concerning an individual's use of the Library, is disposed of in a manner that continues to ensure the protection of privacy.

Related Policies

- 1. APL General Records and Personal Information Banks
- 2. APL Fees and Service Charges

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