| PEACE LIBRARY SYSTEM | | CONFIDENTIALITY POLICY<br>(Required by *Libraries Regulation*) | |
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| CATEGORY: | Management and Operations | POLICY: | M1-23 |
| DATE APPROVED: | November 28, 2020 revised<br>27 May 2023 revised | REVIEW IN: | 2025 |

**Background**

The Peace Library System Board and member libraries are subject to the Freedom of Information and Protection of Privacy Act [FOIP]. The Peace Library System Board recognizes that divulging information concerning patrons, volunteers, staff, or board members infringes on their privacy.

**Policy**

Both Peace Library System employees and staff or volunteers of library service points under the Peace Library System Board are bound by this policy.

The Peace Library System will hold confidential all employee, volunteer, and board member information.

The Peace Library System will hold confidential all patron record information.

Patron records are stored in a single database for TRAC consortium member libraries. Peace Library System member libraries may access detailed patron records for Peace Library System patrons only.  All patron records will be kept confidential but may be shared with resource-sharing libraries for the purpose of collecting fines, retrieving borrowed materials and other related business. Access to patron records will be in accordance with the provisions of the Alberta Freedom of Information and Privacy legislation.

Library records are for the sole purpose of protecting library property and are not to be used to identify the types of materials used by individual library patrons, the number or character of questions asked by patrons, or type of electronic searches made.

During a public health order or pandemic Peace Library System and library service point staff and volunteers will exercise due care in protecting patron privacy and confidentiality.

Library records will be available to local, provincial, or federal governments, including law enforcement officials, by court order only.

**Guidelines**

Peace Library System employees and staff of library service points under the Peace Library System Board who have access to any form of patron registration information will hold in strict confidence all this information, as well as information pertaining to patron status and individual use of a member library or of Peace Library System collections.

Member libraries will be required to enforce the policy of confidentiality of patron records at the local level.

In accordance with the FOIP requirements, Peace Library System will maintain a directory of Personal Information Banks outlining the personal information held at headquarters and in the shared patron database. [See Appendix A]

Chair's Signature:     _____

APPENDIX A

## Personal Information Banks
[Required by *FOIP Act*]

Peace Library System protects information about its customers under its Confidentiality Policy.  Patron records on the TRAC database fall under this policy.

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|---|---|
| *Location:* | TRAC patron database (accessible at Peace Library System headquarters and at member public libraries throughout the region) |
| *Information Maintained:* | Patron personal identification and borrowing history |
| *Use:* | To circulate and track library materials |
| *Users:* | Peace Library System TRAC support staff and circulation staff; Library staff in member public libraries with permissions |

Personnel records are managed under the Records Management Policy.

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|---|---|
| *Location:* | Peace Library System Headquarters (locked cabinet in administration area) |
| *Information Maintained*: | Hiring documentation, performance evaluations, and reports of training and remuneration |
| *Use:* | To manage personnel functions |
| *Users:* | Administrative staff |

Time sheet records are managed under the Records Management Policy.

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|---|---|
| *Location:* | Electronic records, locked file cabinet |
| *Information Maintained:* | Timesheets; payroll printouts and remuneration; personal identification and banking information; benefit information |
| *Use:* | To facilitate payroll |
| *Users:* | Payroll and administrative staff |