

TITLE	DATE PASSED	REPLACES
Personal Information Banks Policy	May 13th, 2021	NA
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.07.2021	2_Foundations of Service	

Purpose: This policy is required under the Freedom of Information and Protection of Privacy Act. It states what personal information is managed by the library about specific groups of people, where that information is stored, and who has access to it.

1. The following list of personal information banks (PIBs) are maintained at the Peace River Municipal Library. For each PIB, a description follows of i. the type of information collected, ii. the individuals about whom the information is collected, iii. how that information is used, and iv. by whom that information is used.
 - a. Patron Records
 - i. Personal Information contained may include: patron name, patron barcode, contact information, date of birth, gender, date of registration, date of last activity, expiration date, record of items borrowed.
 - ii. Individuals: all patrons registered with the Peace River Municipal Library.
 - iii. Use: information is collected to supports the lending and use of library materials to the public.
 - iv. Access: member database is a shared database and is accessible by library staff within the Peace Library System and TRAC.
 - b. Interlibrary Loan Forms
 - i. Personal Information contained may include: patron name, patron barcode, contact information, materials requested.
 - ii. Individuals: all patrons requesting interlibrary loans from the Peace River Municipal Library.
 - iii. Use: information is collected for the purpose of managing and organizing interlibrary loan materials and to contact the patron when interlibrary loan items are received.
 - iv. Access: interlibrary loan database is a shared database and is used by library staff within the Peace Library System and TRAC.
 - c. Patron Overdue, Damaged or Lost Files
 - i. Personal Information contained may include: patron name, patron barcode, contact information, materials accessed.
 - ii. Individuals: all patrons with overdue materials from the Peace River Municipal Library.
 - iii. Use: information is collected to contact patrons when library materials are not returned or are returned damaged.
 - iv. Access: information is accessible by Peace River Municipal Library staff.
 - d. Program Records
 - i. Personal information contained may include: name, contact information, age, parent name, allergies or other relevant medical information.
 - ii. Individuals: all patrons attending programs at the Peace River Municipal Library where it is necessary to preregister.

- iii. Use: information is collected to support the organization and running of library programs.
 - iv. Access: information is used by Peace River Municipal Library staff.
 - e. Art Exhibit Forms
 - i. Personal information contained may include: name, contact information, details regarding payment.
 - ii. Individuals: all artists who exhibit their works at the Peace River Municipal Library and any member of the public who purchases displayed artwork.
 - iii. Use: information is collected to support the organization and running of the Art Gallery within the Peace River Municipal library.
 - iv. Access: information is used by Peace River Municipal Library staff.
 - f. Employee Records
 - i. Personal information contained may include: Employee name, contact & emergency contact information, birth date, resume, social insurance number, earnings and income tax records, performance evaluations, offers of employment, reprimands and commendations, training assessments, training certificates, employment commencement date, criminal record checks, youth intervention measures checks, salary grid placement, payroll deductions, benefit plans, vacation status, leave documentation, WCB correspondence, and general correspondence.
 - ii. Individuals: employees of Peace River Municipal Library
 - iii. Use: information is collected to support personnel management, administration, and payroll functions.
 - iv. Access: information is accessible by the Library Director.
 - g. Volunteer Records
 - i. Personal information contained may include: name, contact information, criminal record checks, and child & youth intervention measures checks of the volunteers.
 - ii. Individuals: volunteers at the Peace River Municipal Library
 - iii. Use: information is collected to support the organization and running of library programs at the Peace River Municipal Library.
 - iv. Access: contact information is accessible by Peace River Municipal Library staff, additional information is accessible to the Library Director.
 - h. Occupational Health & Safety Records
 - i. Personal information contained may include: name, contact information, injuries, or other medical conditions.
 - ii. Individuals: staff, volunteers, and patrons at the Peace River Municipal Library
 - iii. Use: information is collected to support personnel management functions and to follow up with health & safety incidents.
 - iv. Access: information is used by the OH&S Rep and the Library Director.
- 2. Active physical records are located at the Peace River Municipal Library.
 - a. 9807 97 Avenue, Peace River, AB
- 3. Digital records are stored in a single database for TRAC consortium member libraries, and servers are housed at Yellowhead Regional Library System.
- 4. All records will be kept or disposed of in keeping with the Records Retention Policy.
- 5. Information collected for these PIBs is done so under the following authorities:

- a. Employment Standards Code
- b. Freedom of Information and Protection of Privacy Act
- c. Income Tax Act
- d. Libraries Act
- e. Occupational Health and Safety Act

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Sources

City of Grande Prairie Library Board Policy Manual. (2021, January). Retrieved May 6, 2021, from <https://www.gppl.ca/assets/Documents/board/Policy~Manual/POLICY MANUAL - March 2021.pdf>

Policies and Bylaws: A Guide for Alberta Public Library Boards. (2017, September). Retrieved May 6, 2021, from <https://open.alberta.ca/dataset/16450bbb-2ce2-42e1-88eb-003e40e035bb/resource/202e731d-d1ee-4bae-bdcb-35cbca5d0f4a/download/policies-and-bylaws-guide-final-september-2017.pdf>

Town of Banff Public Library Personal Information Banks Policy. (2019, January). Retrieved May 6, 2021, from <https://www.banfflibrary.ab.ca/content/download/25796/file/LM2 Personal Information Banks Policy.pdf>