



*Revised May 2024*

## **Privacy Policy**

### **Rationale:**

All Library users have a right to privacy and confidentiality regarding the collection of personal information and the use they make of the Gibsons & District Public Library facilities, collections and websites. The release of such information would contravene the B.C. Freedom of Information and Protection of Privacy Act.

### **Policy:**

Personal information related to Library registration, such as name, address, phone number and circulation records, including information that identifies materials checked out by a patron will not be divulged voluntarily except to the patron.

This policy is interpreted to include, but not be restricted to, maintenance of privacy of the following information and transactions:

- i. All records identifying the names or ID numbers of library users
- ii. All records identifying material the library user currently has checked out
- iii. All records identifying library user overdue material and be used only for the retrieval of that material
- iv. All reference questions
- v. All inter-library loan transactions
- vi. All holds placed or held
- vii. All online searches and their results
- viii. All items photocopied

- ix. All suggested purchases of library material submitted by library users
- x. All information pertaining to the identify of anyone conducting research on a particular subject
- xi. Any information pertaining to the borrowers of reference material

The Library will keep no record of questions answered that are linked to a specific person's name. Work notes used answering the question will be divulged only to other library employees involved in answering the same question.

All information related to a library user may only be used by library employees working within the scope of their duties.

When a library user visits the Library's website, the only data collected by GDPL is the number of visitors to different areas of the website.

Library user addresses and phone numbers stored in the Gibsons & District Public Library's database may not be given or sold to other organizations and may one be used for library only mailings when appropriate

At no time may any library employee identify the name of a library patron with specific material, even to the police. Should a lawful order or subpoena requesting the information be presented, the Library Director shall immediately consult legal counsel and the Chair of the Board to determine what action to take.