



<b>Policy Name:</b>	Patron Privacy Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	February 28, 2008
<b>Motion Number:</b>	19-36	<b>Reviewed Date:</b>	May 23, 2019
<b>Policy Number:</b>	SYS-06	<b>Next Review Date:</b>	May 2026

## Purpose

Barrie Public Library is committed to protecting the privacy of all individuals' personal information in its custody and control in keeping with the access and privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Information Protection and Electronic Documents Act* (PIPEDA), and other applicable legislation.

## Policy

### Collection & Use of Information

The Library will not collect any personal information about users without obtaining their consent to do so, subject to the exceptions as contained in Section 29(1) of MFIPPA and Sections 4(1) and (2) of the general regulations made under MFIPPA. Personal information that is collected will be limited to what is necessary for the proper administration of the Library and the provision of library services and programs. Personal information will only be used for the stated purpose for which it was collected.

### Disclosure of Account Information

Patron borrowing and records of electronic resource use of the Barrie Public Library are confidential. Access to this information is limited to:

- Library staff members working within the scope of their duties.
- The individual to whom the information relates, or to the person who has lawful custody of the individual, or to someone holding Power of Attorney for a specified individual.

### Disclosure of Patron Information

The following patron account information may be accessed for the purposes of Library fundraising:

- Name, address, phone number, email address, date of birth, and date of last activity.
- Patrons reserve the right to withdraw this consent at any time.

### Disclosure to Third Parties

The Library will not disclose personal information to any third party without obtaining consent to do so, subject to certain exemptions as provided in Section 32 of MFIPPA. Disclosure is permitted in some situations, including the following:

- The Library will disclose personal information to a parent or guardian of a person up to sixteen (16) years of age who exercises the right of access to the child's personal information in library databases.
- Disclosure to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

In addition

- Individuals who jointly agree to link their accounts may view and change any information in any linked account with the exception of the Personal Identification Number (PIN). They may also check out materials on hold or other materials on accounts linked to theirs. All linked individuals must be physically present to create the link, but any individual may choose to sever the link at any time by notifying Library staff.
- The Library may release relevant personal information to a company acting on its behalf for the collection of Library property or unpaid fees.
- The Library may allow service providers access to relevant personal information solely for the purpose of providing the Library's electronic services.