

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-014

Title: Privacy Policy

1. The Vegreville Centennial Library and Town of Vegreville Library Board are subject to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act and Regulation. This policy ensures that procedures are followed in compliance with both the FOIP Act and the needs of the Library. Further clarification about what information is collected from Employees, Volunteers and members of the public, and how it is stored and used, can be found in the Library's Records Management and Personal Information Banks policies.
2. All formal and informal records in the Library that relate to patron registration and subsequent circulation by patrons of materials provided by the library are considered confidential. Employees and Volunteers must also treat as confidential all records and information regarding reading, viewing, and/or listening habits of all patrons.
3. The Board, Employees, and Volunteers shall not share confidential information about patrons with any third parties without that patron's express written consent, subject to the following: any lawful orders of the court; established procedures for recovering Library property; the rights of parents and guardians respecting minors; and other circumstances enabling disclosure as described in the FOIP Act.
4. Employees and Volunteers will keep such statistical records as required by Library management, government agencies, or funding bodies.
5. Statistical data collected by Employees and Volunteers at the request of the Manager or Board must NOT be traceable to individuals.
6. Any written requests for confidential information regarding a patron will be referred to the Manager, who may consult with the Board before making a decision.
7. All Employees shall be required to sign an Oath of Confidentiality at the beginning of their employment.
8. Personal information of Employees and Volunteers collected by the Library shall be kept confidential and shall be used pursuant to the Library's Personal Information Banks policy.
9. Should any part of this policy be broken by any Employee or Volunteer, proper recourse will be taken by Library management.

Refer to:

LIB-03-015: Records Management

LIB-03-016: Personal Information Banks

Date Approved: April 21, 2021

Board Chair Signature: 

Date to be Reviewed: April, 2024