

## AD: PER - Personal Information Banks

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### **POLICY:**

#### **1. Personnel Performance Records**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Employment contracts, performance evaluations, letters of expectation or commendation, correspondence with the employee related to their employment status, performance, discipline, and training certificates obtained.

Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library / Plamondon Municipal Library.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c)

#### **2. Human Resources Records**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Includes information to support administration and payroll functions.

Personal information contained would include employee name, address, phone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave, application or resume submitted, evidence of education or registrations, employment clearances, proof of Driver's License and Business insurance, signed letter of offer, letter of resignation.

Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library / Plamondon Municipal Library.

Legal Authority: Alberta Labor Code, Canada Tax Act, Library Act

#### **3. Library Contact Information File**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Names, addresses and home phone numbers of Library Director and Board members.

Individuals: Library Director and Board members of Lac La Biche County Library Board

Legal Authority: Freedom of Information and Protection of Privacy Act section 32(c).

#### **4. Patron Database**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB / Plamondon Municipal Library, 9814 – 100<sup>th</sup> Street, Plamondon, AB

Information contained: Information that supports the lending and use of library materials to the public.

Personal information includes name, address, telephone number and email address of library members.

Individuals: All library members registered with TRAC (The Regional Automation Consortium).



Legal Authority: Libraries Act, Freedom of Information and Protection of Privacy Act, section 32(c).

### **5. Staff Directory**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB / Plamondon Municipal Library, 9814 – 100<sup>th</sup> Street, Plamondon, AB

Information contained: Employee name, address, and home phone number. Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library/ Plamondon Municipal Library.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c).

### **6. Library Files**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information that involves donations to the library; program attendance or library discipline involving library members.

Information contained: name, address, phone number, reports from individuals involved.

Legal Authority: Freedom of Information and Protection of Privacy Act, Section 32(c)

### **PUBLIC INFORMATION HELD BY STUART MACPHERSON PUBLIC LIBRARY**

1. Minutes of board meetings
2. Administrative policies and bylaws
3. Audited financial statements
4. Annual report
5. List of Board members and staff

This information is available to the public without a request under the FOIP legislation. ♦

