

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) <b>STATEMENT of POLICIES</b>		Page:	<b>1 of 2</b>
Chapter:	<b>OPERATIONS</b>	SP No.	<b>D.10</b>
Subject:	<b>Confidentiality &amp; Protection of Privacy</b>	Approved:	<b>June 12, 2024</b>
Issued by:	<b>Board Trustees</b>	Subject to Review:	<b>2025</b>
Replaces:	<b>NEW</b>	Dated:	

## POLICY

### BC Law – FOIPPA

1. The Sparwood Public Library as a public library association in BC falls under the definition of “local public bodies” under the [Freedom of Information and Protection of Privacy Act](#). As such, the Sparwood Public Library is responsible for protection of personal information in accordance with the provisions of FOIPPA.

### Statement of Confidentiality

2. The Sparwood Public Library supports the [Canadian Library Association Code of Ethics](#) to protect the privacy of library users and staff.
3. A library user must feel that they will not be constrained by the possibility that others are aware of, or can be made aware of, what library items the user withdraws or information the user may be seeking.
4. Any personal information that is collected shall be used only for the delivery of library services.
5. All personal information is considered to be confidential.

### Application

6. Personal information shall not be disclosed to a third party regarding any of the following without consent from the library patron:
  - a. Whether or not an individual has a membership at the library;
  - b. Contact information (telephone number, address, or email address);
  - c. Types of reference questions asked and;
  - d. Borrowing history or (reading/information/service) interests.

### Request to See Records

7. **SPLA** does not retain members’ borrowing history.
8. Requests by any agency, including the RCMP, for information must be referred to the Chief Librarian. Information shall not be released without their approval.
9. Items such as court warrants seeking record information shall be honoured.

### Video Surveillance

10. **SPLA** uses video surveillance to maintain security at the library facility.
11. The video captured is accessible only to the Chief Librarian or delegate.
12. Video will not be shared with third parties, except when shared with the RCMP in connection with a criminal investigation initiated by **SPLA**.

## PURPOSE

13. To ensure that the Sparwood Public Library protects the personal information of library users.

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## **RESPONSIBILITY**

14. The oversight of the confidentiality and protection of privacy policy is the responsibility of the Board and the Chief Librarian.

## **PROCEDURES**

15. This policy will be reviewed annually.