

# FORT SASKATCHEWAN PUBLIC LIBRARY

## POLICY

REFERENCE#: 99/05

DATE APPROVED: December 8, 1999

## **Freedom of Information & Protection of Privacy Policy**

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### OBJECTIVE

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The Fort Saskatchewan Public Library has always been committed to providing reasonable access to the repository of recorded information that is created or received in the course of providing the services of the Fort Saskatchewan Public Library. Furthermore, the Fort Saskatchewan Public Library is committed to keeping personal information in its custody, accurate, confidential, secure and private.

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### SCOPE

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**This policy applies to all recorded information** received, generated or used in the course of normal business operations.

**Recorded Information is defined as** any book, document, map drawing, photographic image, letter, form, tape, disk, diskette or other object on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

#### **Personal Information**

Personal Information refers to recorded information about an "identifiable" individual - see definitions. This includes patrons, employees, volunteers and/or board members.

**The legal custodian of the Public Library's records is** the Library Director. All records are the property of the Public Library

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### DEFINITIONS

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| "Act"                  | The Freedom of Information and Protection of Privacy Act S.A. 1994, c.F-18.5;  |
| "collect"              | To gather, receive, or record personal information, from any source, by any means.   |
| "consent"              | Voluntary agreement. Consent can be expressed, implied, or provided through an authorized representative. An individual can express consent explicitly, orally, in writing or electronically. Express consent is unequivocal and does not require inference by the organization seeking consent. Implied consent arises where consent may reasonably be inferred from the action or inaction of the individual.  |
| "individual"           | Any person who uses, or applies to use, the Public Library collection or services. This includes patrons and employees.  |
| "Disclose"             | To make personal information available outside the Public Library offices  |
| "personal information" | Includes information such as: <i>name, home or business address, telephone number - race, national or ethnic origin, colour, religious or political beliefs or associations - age, sex, marital status, or family status - an identifying number or symbol assigned to an individual - fingerprints, blood type or inheritable characteristics - health, health case history or physical or mental disability - educational, financial, employment or criminal history - opinions about an individual - an individual's personal views or opinions</i> |

"third party"      An individual or organization other than the Public Library itself.

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## POLICY STATEMENTS

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The Public Library will provide for freedom of information and protection of privacy by:

- managing the Public Library's compliance with the Freedom of Information and Protection of Privacy Act (obtaining consent, establishing security of information, provision of a reading area etc.);
- ensuring the accessibility of all records that may be needed to respond to inquiries;
- providing liaison with the Office of the Information and Privacy Commissioner, the City (legislative services director) and Alberta Municipal Affairs;
- ensuring the confidentiality of all personal information and appropriate business information in the custody of the Public Library;
- ensuring that the Public Library is consistent in applying other acts or regulations that may prohibit or restrict disclosure of information.

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## ROLES & RESPONSIBILITIES

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***The Library Director*** is responsible for the provision of the Freedom of Information & Protection of Privacy program, including the

- provision of advisory services and training to staff with respect to freedom of information and protection of privacy
- informing Public Library patrons about the Act
- advising management (the Library Board) as to the appropriate release of information
- managing the request process including assisting applicants, assigning inquiries to program areas, calculating fee estimates, reviewing recommendations with respect to release of information and responding to applicants
- maintenance of a list of affiliated agencies or bodies
- ensuring privacy protection measures are implemented
- reporting to the Ministry responsible for the Act where required

***Supervisory Staff*** are responsible for ensuring that all official business records are accessible and that personal information where collected is collected for defined purposes and is maintained securely.

***All Employees*** are responsible for the care and protection of Public Library records in their custody including secure care of collections of personal information.

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Ed Wolak  
Board Chair