CONFIDENTIALITY OF PATRON RECORDS

1. Collection of Personal Information

1.1. The Tay Township Public Library collects the personal information of library users under the authority of s. 23(2) of the *Public Libraries Act*, R.S.O. 1990, c.P.44, as amended, for the purposes of library user registration and the administration of circulation materials. Personal information collected for these purposes will only be used internally at the Tay Township Public Library.

1.2. For the purposes of the registration of library users and the administration of circulation materials, the Tay Township Public Library collects the following types of personal information: name, address(es), telephone number(s), email address, birth date, guardian.

1.3. In both cases, this personal information will only be disclosed to the patron or the guardian of minor children, except if disclosure to a third party is required by law.

1.4. Information from the Library's database files shall only be released to the police or government agencies upon the presentation of a proper and valid warrant.

1.5. Upon receipt of such warrant, the CEO shall consult the Library Board's solicitor to ensure that the warrant is in proper form and seek further advice.

1.6. The Tay Township Public Library system does not and will not keep a record of patrons' borrowed items once they are returned.

1.7. If the patron brings a library card that belongs to another person, it implies consent for the patron to pick up material on hold for that person. It does not allow the patron to have access to other information in that person's record.

2. Patrons' Right to Access

2.1. Upon presentation of his/her library membership card or other sufficient identification, patrons may request access to their personal information at the Tay Township Public Library. They also have the right to request the correction of any personal information that is incorrect or incomplete. Staff in any branch can correct this information.

2.2. Information regarding minor children may only be accessed by the registering parent and/or guardian. They also have the right to request the correction of any personal information that is incorrect or incomplete. Staff in any branch can correct this information.

2.3. Sufficient identification could include one of the following, a valid driver's licence, tax bill, water bill, banking statement.

2.4. Disclosure of information other than the patron's own personal information will be subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

2.5. **All formal requests for access to information must be sent in writing to:**
MFIPPA Coordinator
Tay Township Public Library
Box 490
715 Fourth Avenue
Port McNicoll, ON L0K 1R0

All formal requests must be submitted in writing on the appropriate form with the required $ 5.00 filing fee (per MFIPPA).

2.6. The MFIPPA Coordinator for the Tay Township Public Library is the Municipal Clerk for the Township of Tay.