

CONFIDENTIALITY & THE PROTECTION OF PRIVACY

PURPOSE

The West Perth Public Library Board strives to maintain a safe and secure environment for members and staff while protecting individual rights to privacy.

West Perth Public Library recognizes that the patron's choice of materials borrowed and websites visited is a private matter and will make every reasonable effort to ensure that personal information about its users and their use of library materials, services and programs remains confidential. Personal information is defined in Ontario's *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c M56 (MFIPPA), in part, as "recorded information about an identifiable individual."

The Library also recognizes the use of security cameras as part of its overall strategy to ensure the safety of persons and property. This policy will adhere to privacy requirements outlined in MFIPPA, as well as the guidelines set out by the Information and Privacy Commissioner of Ontario. In the event of a reported or observed incident, any recorded information may be used to assist in the investigation of the incident.

RESPONSIBILITY

The West Perth Public Library Board ensures that:

- the Library complies with the spirit, principles and intent of MFIPPA;
- members of the public have access to information about the operations of the Library, and to their own personal information held by the Library in accordance with the access provisions of MFIPPA;
- the privacy of an individual's personal information is protected in compliance with the privacy provisions of the MFIPPA.

The West Perth Public Library Board is responsible for personal information under its control, and designates the Chief Executive Officer (CEO) as the individual accountable for the organization's compliance with legislation, ensuring that:

- the purposes for which personal information is collected shall be identified by the Library at, or before, the time the information is collected;
- consent of the individual is acquired for the disclosure of collection use or personal information;
- collection of personal information shall be limited to that which is necessary for the proper administration of the Library and the provision of Library services and programs, in accordance with the *Public Libraries Act, R.R.O. 1990*;
- the Library will not retain any personal information related to the items borrowed or requested by a user, or pertaining to a user's online activity, longer than is necessary for the provision of Library services and programs;
- consent of the individual, and/or parent or legal guardian of the individual(s), is acquired before taking photographs or recordings at library activities for marketing and promotions purposes;
- the Library will not disclose personal information related to a visitor or a Library user to any third party without obtaining consent to do so, subject to certain exemptions as provided by MFIPPA. Information will be disclosed:
 - to a parent or guardian of a person up to sixteen (16) years of age;
 - upon presentation of a search warrant;
 - to police in the absence of a search warrant to aid an investigation (at CEO's discretion);
 - in compassionate circumstances to facilitate contact with next of kin or friend of an individual who is injured, ill or deceased.

An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

CHILDREN & YOUNG ADULTS

West Perth Public Library adopts the principles included in the Ontario Library Association's 'Children's Rights in the Public Library' and 'Teens Rights in the Public Library' statements. Children (under 16 years of age) and young adults (16-17 years of age) have the same rights and privileges as adults in the Library. Due to the wide range of development between the ages of 0–18, age may only be an approximation of the abilities, maturity and interests of a young Library patron.

Parents and caregivers are responsible for the supervision and behavior of their children during library visits on the premises or off-site. A custodial parent or legal guardian may limit access to library collections or equipment for children under 16 years of age, as indicated in the *Borrowing Library Materials* policy. This is not a role of library staff members. The Library does not filter or restrict legal Internet access. Early Literacy computer stations designed for very young children are not connected to the Internet.

RELATED DOCUMENTS:

West Perth Public Library Policy. *Borrowing Library Materials*.

West Perth Public Library Policy. *Children and the Library*.

West Perth Public Library Policy. *Teens and the Library*.

West Perth Public Library Procedure. *Records Management*.

Ontario Library Association. [Children's Rights in the Public Library](#) statement, 1998.

Ontario Library Association. [Teens Rights in the Public Library](#) statement, 2010.

Government of Ontario. *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*.

Government of Ontario. *Public Libraries Act, R.R.O. 1990*.

POLICY TYPE: Operational

POLICY NUMBER: OP-08

DATE ADOPTED: May 2013

LAST REVIEWED: January 2025

NEXT REVIEW: January 2026