

RED DEER PUBLIC LIBRARY	SUBJECT: Personal Information Bank Policy	SECTION: 3.18 PAGE: 1 DATED MAY 2002
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Personal Information Bank Policy

Red Deer Public Library keeps the following banks of information, based upon the legal authority stated in each section:

1. Personnel and Volunteer Performance Records

Information contained: Employment contracts, performance evaluations, reprimands and commendations, and training certificates obtained.

Individuals: Permanent and part-time staff and volunteers at Red Deer Public Library.

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

2. Human Resources Records

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

Personal information contained would include employee or volunteer name, address, phone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave.

Individuals: Permanent and part-time staff at Red Deer Public Library.

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

3. Library Contact Information File

Information contained: Names, addresses and home phone numbers of librarians and board members.

Individuals: Current librarian and board members of Red Deer Public Library

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

4. Patron Database

Information contained: Information that supports the lending and use of library materials to the public, and to the provision of public Internet access.

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

Individuals: All customers registered with Red Deer Public Library.

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

5. Staff Directory

Information contained: Employee name, address and home phone number. Individuals: Permanent and part-time staff at Red Deer Public Library.

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

6. Volunteer Database

Information contained: Volunteer name, address and home phone number, volunteer hours. Individuals: volunteers at Red Deer Public Library.

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

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7. Video Security Camera Files

Information contained: files of cameras installed in the Library. Individuals: people in the building and in the immediate vicinity.

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

8. Room Booking Database

Information contained: name of organization; date, time and location of meeting; contact name and telephone number. Individuals: persons booking space in the Library

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