



Personal Information POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2020-07-09

Date Last Reviewed or Revised: 2020-07-02

Review Cycle: Every five years by Director, Finance & Administrative Services (Privacy Officer)

Purpose

Saskatoon Public Library's *Personal Information Policy* aims to ensure that Personal Information in its possession and control is protected from improper collection, use and disclosure, in accordance with Legislation.

Policy Statement

- 1) During the term of their employment, contractual or volunteer relationship with SPL and at any time after termination, whether voluntary or involuntary and regardless of the reason for such termination, Personnel will:
 - a) Protect Personal Information and agree to treat it with the utmost confidence.
 - b) Not access Personal Information except when they require it to carry out their duties, and will do so on a strict Need-to-Know basis and to the minimal extent required.
 - c) Not disclose any Personal Information to any person or entity other than to:
 - Other Personnel who have a Need to Know the Personal Information.
 - Other Personnel and Patrons where the information relates to that particular person and that person has a right to receive it.
 - Another person in the event that such disclosure is compelled or required as a matter of law. In this circumstance, Personnel should check with the Privacy Officer prior to disclosure.
- 2) Personnel must not copy, duplicate, replicate or transfer Personal Information except as needed to carry out their duties.
- 3) Personnel must return all Personal Information in their possession or control immediately upon termination of their employment, contractual or volunteer relationship with SPL.
- 4) The legal authority under Legislation must be confirmed with the Privacy Officer prior to collecting, using or disclosing Personal Information as part of a new program.

- 5) The legal authority under Legislation must also be confirmed with the Privacy Officer before Personal Information is disclosed to law enforcement authorities during an investigation under SPL's *Violence-Free Workplace Policy*. Where appropriate, SPL will provide information to individuals who take part in an investigation and identify their roles before a meeting takes place. However, in some very limited circumstances, for example, where criminal activity is under investigation by the Saskatoon Police Service, SPL may not want to fully inform an individual. Decisions in this regard should be referred to the Director of Libraries & CEO.

Roles & Responsibilities

Board

- 1) Approves the Policy, ensuring that it is consistent with current Legislation.
- 2) Provides funding for training and education.

Director, Finance & Administrative Services (Privacy Officer)

- 1) Stays abreast of current Legislation and recommends Policy revisions as required.
- 2) Ensures that the collection, use and disclosure of Personal Information is authorized by Legislation.
- 3) Determines the definition and the appropriate retention and disposal periods of Personal Information.
- 4) Executes the *Privacy Breach Response Procedure*.
- 5) Administers the Policy. For further questions about the Policy or Personal Information, contact the Privacy Officer.

Personnel

- 1) Adhere to the Policy when handling, storing or managing Personal Information on SPL Systems or in paper files or by any other means.
- 2) Immediately report to the Privacy Officer any suspected breach of the Policy, including any unauthorized loss of or access to Personal Information.
- 3) Refrain from accessing Personal Information for personal reasons or any other improper purpose.

Appropriate Use of SPL Systems

All SPL Systems users are bound by SPL's *Information Technology Acceptable Use Policy*. Any uses or disclosures of Personal Information that are in direct violation of that Policy will be reported and investigated.

Monitoring & Auditing

- 1) SPL conducts random but regular audits of Communications by Personnel. As a result, Communications may be subject to monitoring, interception, recording and periodic audits for any one or more of the following purposes:

- a) To ensure SPL Systems are functioning properly.
 - b) To protect against unauthorized or improper use of SPL Systems.
 - c) To monitor compliance with this Policy, other SPL policies, and/or Legislation. The Library may disclose information obtained through such monitoring, interception, recording or auditing to appropriate third parties, including law enforcement authorities.
- 2) Personnel's use of SPL Systems is deemed to be their express consent to such monitoring, interception, recording and auditing.
 - 3) Personnel should not have any reasonable expectation of privacy with respect to their Communications and use of SPL Systems.

Definitions

- 1) **"Board"**: Saskatoon Public Library Board.
- 2) **"CEO"**: Saskatoon Public Library CEO.
- 3) **"Communications"**: Email messages, internet or other network communications, SMS or text messages, voice mail messages, fax or telephone communications, and any other activity, data or communication in any form conducted on, sent from, received by or stored on SPL Systems.
- 4) **"Legislation"**: *The Freedom of Information and Protection of Privacy Act, 2017* (Saskatchewan) and *The Local Authority Freedom of Information and Protection of Privacy Act, 2018* (Saskatchewan).
- 5) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 6) **"Need to Know"**: The restriction of information that has been classified as sensitive or confidential. Under Need-to-Know restrictions, even if individuals have all the necessary official approvals, such as security clearance to access certain information, they would not be given access to such information unless they have a specific Need to Know; that is, unless access to the information is necessary for the completion of their employment or contractual duties.
- 7) **"Patron"**: Any person other than SPL Personnel using the Library and its services.
- 8) **"Personal Information"**: See Definition of Personal Information (Appendix A).
- 9) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers (Friends of the Saskatoon Public Library).
- 10) **"Policy"**: *Personal Information Policy*.
- 11) **"Privacy Officer"**: Director, Finance & Administrative Services, designated to enforce SPL's compliance with the Policy and applicable Legislation.
- 12) **"SPL"**: Saskatoon Public Library.

- 13) **"SPL Systems"**: Computers, networks, hard drives or other media storage devices, or any other type of electronic or communications equipment owned or provided by SPL.

Appendices

Appendix A: Definition of Personal Information

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Definition of Personal Information

As per Section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act, 2018* (Saskatchewan), Personal Information means information about an identifiable individual that is recorded in any form, and includes:

- a) Information that relates to the race, creed, religion, colour, sex, sexual orientation, family status or marital status, disability, age, nationality, ancestry or place of origin of the individual.
- b) Information that relates to the education or the criminal or employment history of the individual, or information relating to financial transactions in which the individual has been involved.
- c) Information that relates to the health care that has been received by the individual or to the health history of the individual.
- d) Any identifying number, symbol or other particular assigned to the individual.
- e) The home or business address, home or business telephone number, fingerprints or blood type of the individual.
- f) The personal opinions or views of the individual except when they are about another individual.
- g) Correspondence sent to a local authority by the individual that is implicitly or explicitly of a private or confidential nature, and replies to the correspondence that would reveal the content of the original correspondence, except where the correspondence contains the views or opinions of the individual with respect to another individual.
- h) The views or opinions of another individual with respect to the individual.
- i) Information that was obtained on a tax return or gathered for the purposes of collecting a tax.
- j) Information that describes an individual's finances, assets, liabilities, net worth, bank balance, financial history or activities, or credit worthiness.
- k) The name of the individual where:
 - i) It appears with other Personal Information that relates to the individual.
 - ii) The disclosure of the name itself would reveal Personal Information about the individual. Personal Information does not include information that has been de-identified or rendered anonymous so as to prevent tracing of such information back to an identifiable individual.