FORT SASKATCHEWAN PUBLIC LIBRARY

Title	Personal Information Banks		
Number	12/02	**Date**	Oct 01, 2012
Revised			

Preamble

In accordance with the Freedom of Information and Protection of Privacy Act the Fort Saskatchewan Public Library has compiled a list of *personal information banks*. They are electronic and paper records. Any personal information that the Fort Saskatchewan Public Library records and maintains on staff, customers, volunteers and donors must be identified.

Requests for any of this information should be directed to the Fort Saskatchewan Public Library's FOIP Coordinator, which is the Library Director.

Definition: Contact information includes any or all of the following: telephone, cellular, pager, fax numbers, business, home or emergency contact addresses, and email addresses.

Personal Information Banks

The Fort Saskatchewan Public Library maintains and houses the following banks of personal information under the legal authority of the Freedom of Information and Protection of Privacy Act as amended from time to time. All files are located at the Library (10011-102 Street, Fort Saskatchewan, AB T8L 2C5) unless otherwise indicated.

1. **Accounts Payable – located at FSPL and City of Fort Saskatchewan Finance Department**
   Used for vendor and claim payments. Includes: name, contact information, financial information including purchase order and amount owing/paid. Employee and trustee expense claims.

2. **Accounts Receivable – located at FSPL and City of Fort Saskatchewan Finance Department**
   Used for collecting accounts and administering overdue accounts. Includes: name, contact information, financial information, amount outstanding.

3. **Donor Files, Gift History, Potential Donors**
    Used for maintaining donor records, generating receipts for tax purposes, donor recognition and fundraising purposes. Includes: name, contact information, date and amount of donations, and related correspondence.

4. **Employee Files – located at FSPL and City of Fort Saskatchewan Human Resources Department**
    Used for the maintenance of complete employment history from initial application through to resignations/terminations to support administration and payroll functions. Includes: name, contact information, birth date, gender, social insurance number, resume, application for employment form, education, employment history, annual appraisal dates, job classification, discipline, salary, seniority date, performance appraisals, training certificates, attendance records, emergency contact, payroll deductions, tax records, benefit plans, vacation status, sick leave and other personal data.

5. **Incident Reports**
    Used for statistical reporting, banning letters, and historical background. Includes: name, contact information, library card number where applicable, previous incidents involving customer, description of parties involved, witness information and statements, details of incident and action taken, police report if applicable.

6. **Interlibrary Loan Records**
    Used to facilitate the interlibrary loan process for FSPL cardholders and cardholders from other libraries. Includes: name, barcode, contact information, membership type, items requested/borrowed.

7. **Job Applications**
    Used for recruitment and selection purposes. Includes: name, contact information, employment application form and resume.

8. **Library Board Member Roster and Records**
    Used for the purposes of contacting past and present board members and maintaining library board records, as well as for the creation of a board member contact list for use by trustees and library staff. Includes: name, contact information, number of years of service, offices held, committees served on. Date of birth may be collected for inclusion in the Charity Information Return and is kept in a confidential file in the Library Director's office.

9. **Patron Database – housed at St. Albert Public Library on MAGNET Servers**
Used to support the lending and use of library materials to the public. Includes: name, contact information, library card number, patron identification number, guardian and birth date where applicable, driver's licence number, PIN number, type of membership, date card was last used, date record was last modified, expiry date of membership, number of items currently checked out on card, status of materials, current/historical charges, outstanding balance of materials and fees, mail or telephone hold and overdue notices.

10. **Patron Feedback, Correspondence, Complaints, Testimonials**
Internal use only, for historical background. Includes: name, contact information, and related correspondence.

11. **Program Registration Lists**
Used to contact program participants during the program duration, to record statistics. Note: lists are transitional and are kept only as long as required and then are destroyed. Includes: name, contact information, ages or grade levels.

12. **Staff Contact List**
Internal list used to contact library staff regarding library business. Includes: name, contact information.

13. **Surveys**
Used to gather feedback on library services. Information collected on a voluntary basis includes: name, contact information.

14. **Volunteer Applications and Files**
Used for the selection and screening of volunteers, statistics on number of volunteers, type of work performed, scheduling, and recognition. Includes: name, contact information, volunteer application forms, screening, evaluation and selection results, birth date, parental consent form if applicable, police security clearance form if applicable.

Approval	
Signature	Matthew Fellows Board Chair