

FORT SASKATCHEWAN PUBLIC LIBRARY



Title	Confidentiality of User Records		
Number	86/28 (replaces 86/04)	Date	Jan 10, 1991
Revised	Nov 12, 1997; Oct 01, 2012; Mar 16, 2026		
Policy			
<ol style="list-style-type: none"> 1. The Library Board and staff are subject to the Libraries Act, the Access to Information and Privacy Act (ATIA), and the Personal Information Protection Act (PIPA). 2. Access to user records is provided to library staff and volunteers only as required to carry out library business. 3. Patron records are confidential but may be shared with resource-sharing partners for the purpose of account management, such as collecting fines or retrieving materials. 4. Board members, staff, and volunteers will hold all personal information regarding staff and patrons in strict confidence. 5. The library does not track the frequency of visits by specific patrons. Staff and volunteers shall not discuss the reading habits, digital resource use, or library activities of individual patrons. 6. Personal information will not be disclosed to any third party except as required by law or upon receipt of a written court order. 7. The library retains personal information only as long as necessary for business or legal purposes, after which it is securely destroyed. 8. Where not specifically covered here, access to records will be in accordance with ATIA and POPIA. 			
Approval			
Signature	 Nicole Starker Campbell Board Chair		