FORT SASKATCHEWAN PUBLIC LIBRARY
BYLAW #3

1. Purpose

The Fort Saskatchewan Public Library is committed to safeguarding the privacy and access rights of individuals in accordance with the Access to Information Act (ATIA) of Alberta and the Alberta Protection of Privacy Act (POPA), effective June 2025. This policy governs the collection, use, disclosure, retention, and protection of personal information under Fort Saskatchewan Public Library's custody or control.

The ATIA ensures that individuals have the right to:
• Access records held by Fort Saskatchewan Public Library, subject to specific and limited exceptions;
• Access their own personal information;
• Have their personal privacy protected;
• Request corrections to their personal information;
• Seek an independent review by the Information and Privacy Commissioner regarding access decisions or complaints.

The POPA complements these rights by introducing enhanced privacy protections and responsibilities for public bodies, including requirements for privacy by design, breach notification, and transparency in the use of personal information.

2. Scope

This policy applies to all Fort Saskatchewan Public Library employees, volunteers, board members, contractors, and any agent providing service on behalf of Fort Saskatchewan Public Library. This policy is applicable to all personal information in the custody or control of Fort Saskatchewan Public Library, regardless of the medium or format.

3. Definitions in this bylaw, unless the context otherwise requires:

- **Applicant** means a person who makes a request for access to a record under the Acts.
- **ATIA** means the Access to Information Act of Alberta.
- **Formal Access Request** – access to information or records that are not routinely disclosed and cannot be disseminated through existing procedures.
- **Informal Access Request** – access to your own personal information or information of another person to which you have proof of authority to act on their behalf.
- **Library Director** means the person designated as the head of the Fort Saskatchewan Public Library for the purposes of ATIA and POPA.
- **Personal Information** means any information about an individual, including but not limited to their name, address, email, race, nationality, religious or political beliefs, age, sex, gender, marital status, identifying numbers, health information, employment history, financial information, photographs, and

opinion from or about an individual.

- **FSPL** means the Fort Saskatchewan Public Library, including any board, committee, commission, or agency created or owned by the Fort Saskatchewan Public Library Board.
- **Record** means any recorded information, regardless of medium or format, that is made or received in the context of business. This includes emails, registrations and waivers, database information, sticky notes, photos, or video recordings.
- **Privacy Breach** - any occurrence when there is unauthorized access to, collection, use, or disclosure of personal information. Such activity is "unauthorized" if it contravenes POPA. Unauthorized access to personal information includes:
    1. access by the public, where there is no right to access;
    2. access by a Library employee if that employee does not need to see the personal information in the course of their duties;
    3. situations in which information is stored in an unsecured manner, such that someone can obtain unauthorized access.
- **POPA** means the Alberta Protection of Privacy Act, effective June 2025.

4. Designated Head

For the purpose of the Acts, the Library Director is designated as the Head of the Fort Saskatchewan Public Library Board. The Director is responsible for ensuring compliance with the ATIA and POPA. The Director may delegate in writing and duty, power or function under these Acts, with the exception of the power to delegate itself, in accordance with Section 55 of POPA.

5. Responsibilities

Library Director: The Library Director must implement and oversee a Privacy Management Program and ensure reasonable security measures are in place to protect personal information from unauthorized access, collection, use, disclosure, or destruction.

All Employees, Volunteers, and Board Members: All individuals acting on behalf of FSPL are responsible for:

- Signing and adhering to the Oath of Confidentiality.
- Handling personal information in accordance with applicable legislation and FSPL policies.
- Accessing only the personal information necessary for their specific role or responsibilities.
- Promptly reporting any suspected or actual privacy breach to the Director, who will notify the Board as required.
- Refraining from using or disclosing personal information for purposes unrelated to their official duties.
- Maintaining the confidentiality of personal information, including after their employment or service ends, as outlined in the Oath of Confidentiality.
- Applying Privacy by Design principles in the development and delivery of

programs, services, and systems.

6. Principles

FSPL will handle all personal information in accordance with the following principles:

- FSPL is strictly prohibited from selling personal information under any circumstances.
- Individuals must be notified if their personal information is used in any form of automated decision-making.
- Privacy Impact Assessments (PIAs) must be conducted for all new or significantly modified programs, services, or systems that involve the collection or use of personal information. Staff are expected to document only professional, factual observations-avoiding opinions.

7.Handling of Personal Information

- Collection: Personal information will only be collected if it is directly related to and necessary for a library program or activity. Individuals must be informed about why their information is being collected, the legal authority for it, and who to contact with questions.
- Use and Disclosure: Personal information will only be used for the purpose for which it was collected or for a consistent purpose. It will only be disclosed as permitted under the Acts, such as with the individual's consent or to an employee for job related duties. FSPL will not share patron reading habits or blacklists with other libraries unless legally compelled or authorized by a PIA.
- Accuracy and Protection: FSPL will take reasonable steps to ensure personal information is accurate. Individuals have the right to request a correction to their own information. FSPL will also use physical, administrative, and technical safeguards to protect information from unauthorized access or destruction.
- Retention: Personal information will be retained for at least one year after it's used to make a decision about an individual and will be securely destroyed when no longer needed.

8. Access to Records Right of Access:

Individuals have the right to request and access records held by FSPL, including their own personal information.

Types of Requests: Informal requests for an individual's own information can be handled by any authorized employee. Formal access requests for other records will be managed by the Director/Privacy Officer

Exceptions: Access to records is subject to exceptions outlined in the Acts (e.g., information protected by legal privilege or related to workplace investigations).

Timelines: The standard response time for an access request is 30 business days.

9. Accuracy, Correction, and Retention

Any individual can request a correction to their personal information if they believe

there is an error or omission. This does not extend to opinion-based information regarding the individual. Any personal information about an individual, where the information was used by FSPL to make a decision regarding that individual, must be retained for a minimum of one year after the decision was made. All personal information must be destroyed in a secure and confidential manner.

10. Fees

Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Access to Information Act of Alberta, as amended from time to time or any successor. Regulation that sets fees for requests for information from the Province.

Waiver: The Library Director can waive fees if an applicant cannot afford them, it is otherwise fair to do so, or the request is in the public interest.

This bylaw will be reviewed periodically to ensure it remains compliant with the Acts.

11.REPEAL OF BYLAW

That the former Fort Saskatchewan Public Library Bylaw 3-2012 is hereby repealed.

Effective date:

Read a first time this 19th day of October, 2026

Read a second time this 19th day of October, 2026

Read a third time this 19th day of October, 2026

N. Starker Campbell

Nicole Starker Campbell, Board Chair

Tricia Wall
Tricia Wall (Oct 20, 2026 18:46:22 MDT)

Tricia Wall, Library Director