

## 6.3 Personal Information Banks

### Coaldale Public Library

#### Patron Records

Location: Chinook Arch Regional Library System server

Individuals: Cardholders

Information contained: name, library bar code identification, address, phone number, email address, birth date, membership type, borrowing history (Patron elected)

Purpose: to support the use and lending of Library Materials and services

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

#### Inter Library Loan Requests

Location: Coaldale Public Library

Individuals: Cardholders

Information contained: name, library bar code identification

Purpose: to allow Cardholders to receive items from other libraries

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

#### Program Participants

Location: Coaldale Public Library

Individuals: Library program participants

Information contained: name, phone number

Purpose: when necessary, to contact participants in Library programs

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

#### Volunteer Records

Location: Coaldale Public Library

Individuals: Library volunteers

Information contained: name, phone number, email address

Purpose: schedule volunteer shifts

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

### Human Resources

Location: Coaldale Public Library, Town of Coaldale Administration Office

Individuals: Library staff

Information contained: name, address, phone number, birth date, employment commencement date, salary grid placement, payroll deductions, benefit plans, vacation status, sick leave, emergency contacts

Purpose: administrative and payroll functions

Legal Authority: *Employment Standards Code, Income Tax Act*

### Personnel Records

Location: Coaldale Public Library

Individuals: Library staff

Information contained: name, performance evaluations, employment contracts

Purpose: staff retention and development

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*

### Trustee Directory

Location: Coaldale Public Library

Individuals: Trustees and Head Librarian

Information contained: name, phone number, email address, term expiration

Purpose: Board retention and development

Legal Authority: *Freedom of Information and Privacy Act, s. 33(c)*