



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.11

PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

1. The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.
2. Notwithstanding the foregoing principle, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.
3. When you visit the Library's website, non-personal information (such as cookies, IP Address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.
4. The Library will not sell, lease, or otherwise distribute or disclose a patron's email address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.
5. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.
6. To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.
7. Photos and videos which may appear on the Library's websites are gathered from public programs, events, and Library spaces. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
8. The Library may use visitor information for new, unanticipated, uses not previously disclosed in this policy.
9. If the Library's information practices do change, the Library will post such changes on its website to notify patrons and provide them with the opportunity to opt out of these new uses.
10. Any concerns about how patron information is used should be directed to the Director or Assistant Director of Technology.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Approved: 1/24/11