Lethbridge Public Library - Personal Information Bank

Title	Location	Information Maintained	Individuals	Use	Legal Authority
Board Member Records	Lethbridge Public Library (electronic)	Name, address, phone number, emails, birthdate	Lethbridge Public Library Board Members	Contact information used to allow Library staff to contact Board. Contact information included in Alberta Public Library Services Branch Annual Report, Alberta Charity Fund-Raising License application, CRA Charity Return. Birthdate included only in T1235E for CRA Charity Return	FOIP Act
Community Contacts	Lethbridge Public Library (electronic)	Name, phone number, email address, organization name	Community Organizations	Retained as long as contact information is correct.	FOIP Act
Donor List	Lethbridge Public Library (electronic)	Name, address, donation amount	Donors to Lethbridge Public Library	Used to create charitable receipts. Name used with permission for annual report.	FOIP Act, CRA Chairty Eligibility
Employee Records	Lethbridge Public Library Main Branch	Information that may be contained: name, address, phone numbers, email addresses, resume, social insurance number, birth date, earnings, salary grid placement, employment commencement date, emergency contact, benefit plans, vacation leave, performance appraisals, correspondence, training certificates, criminal record checks, driver's transcripts and other information to support administrative and payroll functions.	Employees of Lethbridge Public Library	To support administrative, financial and payroll functions.	Alberta Labour Code, Canada Tax Act, FOIP Act
Patron Records	Chinook Arch Reginal Library System	Name, address, phone numbers, email address, date of birth, gender, expiration date, history of checkouts	Library membership holders	To support the lending and use of library materials	Libraries Act (Alberta), FOIP Act
Lists - email, mail and phone	Lethbridge Public Library (electronic)	Name, address, phone number, email address, organization name	Government officials, business and community contacts	Retained as long as contact information is correct.	FOIP Act
Program Registration	Lethbridge Public Library (electronic); Wufoo - https://www.wufoo.com/	Participants name, caregivers name, pronouns, email, school, grade, age, Discord nicknames, program preferneces, code of conduct agreement	Library program participants (alll ages)	To allow library staff to contact program participants, to assign program participants to groups	FOIP Act
Room Rental Agreements and Insurance	Communico - https://communico.us/	Name, organization name, phone, address, email, liability insurance	Businesses, organizations and individuals that book/use LPL meeting rooms	To obtain agreement about how the library's room will be used, information for billing purposes and proof of liability insurance.	FOIP Act
Security Camera Footage	Lethbridge Public Library (electronic)	Video recordings of interior and exterior of buildings	Public and staff both in building and surrounding area	Information collected by video surveillance systems will only be used for the purpose for which it was collected, and only disclosed in accordance with section 40 of FOIP. Recordings provided to police upon request	FOIP Act
Security Reports	Lethbridge Public Library (electronic)	May contain name, physical description, photograph	Security personnel, public and staff	Reporting and recording incidents. Apply code of conduct restrictions, ex. bans, trespass notices. May be used to provide information to police	FOIP Act
Volunteer Records	Lethbridge Public Library (electronic)	Name, address, phone numbers, email address, age, Police Information Check, Vulnerale Sector Checks, Drivers lisence number, emergency contact name and phone number, availabitliy	Library volunteers for: In-Homes, The Word on the Street, Teen Programming, Homebound program	To allow library staff to contact volunteers, tracking volunteer hours, volunteer scheduling, volunteer recruitment, reference checks, in case of emergencies	FOIP Act
Program Presenters	Lethbridge Public Library (electronic); JD Edwards finance system	Email, address, phone numbers, SIN,	Program presenters (library programs, WOTS, etc)	Used it issue payments/honorariums, information for grant reports	FOIP Act
Patron Contact Information for Volunteer-led Program.	Lethbridge Public Library (electronic);	Name, phone number, email, address, Library Card Number, Membership type, Partnered Volunteer name, Resources Interestes, start and end date of program.	Any adult who cannot physically visit library branches and signed up with volunteer-led program.	Personal Information collected for the purpose of delivering and checking out library materials, by volunteers on the behalf of library patrons who cannot physically visit library branches.	FOIP Act

| Literacy Services - Students, volunteers and child minder records | Lethbridge Public Library in Volunteer Reporter database (electronic) | Name, address, gender, place of birth, education, residency status, emergency contact information (name, relationship, phone number), Police Information Check, Vulnerable Sector Check, email address, phone number, date of birth, signature, maiden name (for police check), cities/provinces of residence for past 5 years (for police check). Additionally for family programs, the following is collected about the children: name, date of birth, gender, languages spoken, place of birth, parents signature, teacher's name, grade, school, teachers signature | Adult Literacy Students, volunteer tutors, children of students, children's teachers | Read On staff collect the following information becasue it is required by our funders and is necessary to implement tutor and student learning sessions. Information is used to contact studetens and tutors to arrange training, classes and tutoring sessions. This is reported annually for the Ministry of Skilled Trades and Professions. Some of the information is collected for the police check form, a requirement for employment or volunteering in Read On. | FOIP Act |

FOIP - Freedom of Information and Protection of Privacy