

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 a patrons visits 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. By entering the Library, patrons consent to the possible use of their image appearing in photography, audio, video, or other formats, which may be included on the Library's website, social media, and/or promotional materials. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifiable information without written approval from the photographed subject, parent, or legal guardian.
8. If the Library's information gathering practices change, the Library will notify patrons of the change by posting the information on the Library's website.

OPERATIONAL POLICIES

9. Any concerns about how patron information is used should be directed to the Director or Assistant Directors.

Responsibilities:

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

Initial Adoption Date: 1/24/2011

Modified Date	Description of Modification
4/16/2018	Deleted statement about using patron information in ways not disclosed in policy; updated how patrons will be notified of changes to the policy
11/21/2022	Update to filming section of policy