

**TOWN OF MCLENNAN LIBRARY BOARD
PERSONAL INFORMATION BANKS POLICY**

The purpose of this policy is to establish the administrative structure for the retention of personal information in a database containing information on patrons, personnel, volunteers, program participants and Board members.

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| 1. | Name of Bank: | Patron Records |
| | Location: | McLennan Municipal Library |
| | Information Collected: | Information includes name, address, telephone number, email address |
| | Purpose/Use: | Information that facilitates the borrowing of library materials |
| | Legal Authority: | Freedom of Information and Protection of Privacy Act
Section 32 (c) |

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|----|------------------------|---|
| 2. | Name of Bank: | Program Registrants |
| | Location: | McLennan Municipal Library |
| | Information Collected: | Name and contact information |
| | Purpose/Use: | To administer Library programs. Lists are retained for the duration of the program. |
| | Legal Authority: | Freedom of Information and Protection of Privacy Act
Section 32 (c) |

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| 3. | Name of Bank: | Personnel Files |
| | Location: | McLennan Municipal Library |
| | Information Collected: | Employee name, address, and phone number, email address, resume, earnings, income tax records, performance evaluations, correspondence |
| | Purpose/Use: | To support administration and payroll functions |
| | Legal Authority: | Freedom of Information and Protection of Privacy Act
Section 32 (c) |

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| 4. | Name of Bank: | Volunteer Records |
| | Location: | McLennan Municipal Library |
| | Information Collected: | Name, address, phone number, email address |
| | Purpose/Use: | To facilitate scheduling of volunteers |
| | Legal Authority: | Freedom of Information and Protection of Privacy Act |

Section 32 (c)

5.	Name of Bank	Board Member Records
	Location:	McLennan Municipal Library
	Information Collected:	Name, address, phone number, email address, terms of office, position held
	Purpose/Use:	To conduct Board business
	Legal Authority:	Freedom of Information and Protection of Privacy Act Section 32 (c)

Approved: March 2015
Reviewed: 2018
Revised: February 2019
Next review: January 2021
Board Chair: