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**Personal Information Bank Name:**

Accessible Services Files

**Purpose for Collection, Use and Disclosure of Personal Information:**

Administration of circulation and programming for individuals with print disabilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding**

Private Citizens

**Information Collected**

Name

Email

Phone Number

Health Information

Reading Interests and Preferred Formats Information

Permission to retain past borrowing information to avoid duplication

**Personal Information is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

Accounting Services

**Purpose for Collection, Use and Disclosure of Personal Information:**

To document financial arrangements with performers and presenters at Library programs. To issue refunds to patrons via cheque when unable to refund in branches. To document monetary donations made to the Okanagan Regional Library.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private citizens

**Information Collected**

Name

Contact Information (phone, email, physical address)

Financial Information

**Personal Information is Disclosed To:**

Library Staff

Library Board Members

**Personal Information Bank Name:**

Adult Services Program Registration

**Purpose for Collection, Use and Disclosure of Personal Information:**

Registration, sending links for virtual programs, identify attendees of Adult Services programs

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Email

Phone Number

**Personal Information is Disclosed To:**

Library staff

Private Sector Employees (*of contracted services only*)

**Personal Information Bank Name:**

CEO Correspondence

**Purpose for Collection, Use and Disclosure of Personal Information:**

To record all public correspondence addressed to the Chief Executive Officer and their replies.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Contact Information

**Personal Information Is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

Directors / Management Public Correspondence

**Purpose for Collection, Use and Disclosure of Personal Information:**

To record all public correspondence addressed to the management team and their replies.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Contact Information

**Personal Information Is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

Employee Files

**Purpose for Collection, Use and Disclosure of Personal Information:**

To document information related to employment at the Okanagan Regional Library

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Library Employees

**Information Collected:**

Name

Contact Information

Education Information

Criminal Information

Vital Statistics Information

Financial information

Health Information

Permits/License Information

Employment Information

**Personal Information Is Disclosed To:**

Other Public Body Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Freedom of Information Requests

**Purpose for Collection, Use and Disclosure of Personal Information:**

To document freedom of information requests for access to library records and their resolution.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Email address

Physical address

Phone number

**Personal Information Is Disclosed To:**

Library Staff



**Personal Information Bank Name:**

ILS Circulation Module

**Purpose for Collection, Use and Disclosure of Personal Information:**

To administer circulation of library materials including borrowing, holds lists, fines, fees and notices pertaining to circulation.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Email address

Physical address

Phone Number

Vital Statistics

Current Borrowing Information

Financial information

Parent/Legal Guardian (members under 13 years old)

**Personal Information Is Disclosed To:**

Library Staff

Private sector Employees (*of contracted service providers only*)

*Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an*

*electronic system or equipment that includes an electronic system, or data recovery that is being undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.*

**Personal Information Bank Name:**

ILS Homebound Module

**Purpose for Collection, Use and Disclosure of Personal Information:**

To administer circulation of library materials including borrowing, holds lists, fines, fees and notices pertaining to circulation. Selection and mailing of material also done by the Access Services department working in the homebound module, assisting patrons with print disabilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Address

Email

Phone Number

Vital Statistics Information

Current borrowing Information

Past Borrowing Information

Finance information

Health Information

**Personal Information Is Disclosed To:**

Library Staff

Private sector Employees *(of contracted service providers only)*

*Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an electronic system or equipment that includes an electronic system, or data recovery that is being undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.*

**Personal Information Bank Name:**

Incident Reports

**Purpose for Collection, Use and Disclosure of Personal Information:**

Documenting incidents relating to safety, security, and injury of library staff, library patrons and/or library materials and facilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Library Staff

Private Citizens

**Information Collected:**

Name

Phone Number

Email Address

Vital Statistics Information

Image Capture From Video Surveillance (KL, VE, RU)

Civil/Criminal information (dependant on incident)

**Personal Information Is Disclosed To:**

Library Staff

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Inter-Library Loan requests

**Purpose for Collection, Use and Disclosure of Personal Information:**

To administer the borrowing of materials from other Library systems on behalf of Library patrons.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private citizens

**Information Collected:**

Name

Phone Number

Email Address

ORL Card Number

Borrowing Information

Finance information

**Personal Information Is Disclosed To:**

Library Staff

Public Body Employees

**Personal Information Bank Name:**

Makerspace Bookings

**Purpose for Collection, Use and Disclosure of Personal Information:**

To allow patrons to reserve equipment in ORL Makerspaces.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private citizens

**Information Collected:**

Name

Email

Phone Number

ORL Library Card Number

Equipment Booking Information

**Personal Information Is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

Online Library Catalogue Social Features

**Purpose for Collection, Use and Disclosure of Personal Information:**

Allows patron to share reviews, comments, ratings and lists with other Library users of the Okanagan Regional Library and beyond.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private citizens

**Information Collected:**

Library Card/Username

Commentary

Reading lists

**Personal Information Is Disclosed To:**

Library Staff

Private Sector Employees (*of contracted service providers*)



**Personal Information Bank Name:**

Request For Reconsideration of Library Materials

**Purpose for Collection, Use and Disclosure of Personal Information:**

To capture and record responses sent regarding requests for reconsideration of Library materials.

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

Phone

Email

Physical Address

**Personal Information Is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

Staff Email Profiles

**Purpose for Collection, Use and Disclosure of Personal Information:**

To identify staff using email for communication

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Library Staff

**Information Collected:**

Name

Photograph

Employment information

**Personal Information Is Disclosed To:**

Library Staff

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Staff Identification Badges

**Purpose for Collection, Use and Disclosure of Personal Information:**

To identify staff to public and allow access designated access to Library Facilities

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Library Staff

**Information Collected:**

Name

Employment information

Photograph

**Personal Information Is Disclosed To:**

Library Staff

**Personal Information Bank Name:**

**Suggestion For Purchase Request**

**Purpose for Collection, Use and Disclosure of Personal Information:**

To collect patron suggestions for purchase and to place holds on the material if purchased

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private Citizens

**Information Collected:**

Name

ORL library card Number

Email Address

Request information

**Personal Information Is Disclosed To:**

Library Staff

Private Sector Employees (*of contracted service providers*)

**Personal Information Bank Name:**

Youth Services Program Registration

**Purpose for Collection, Use and Disclosure of Personal Information:**

Registration, sending links for virtual programs, identify attendees of Youth Services programs

**Authority for Collection of Personal Information:**

BC FOIPPA Act,

Section 26 (c) – Information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information Regarding:**

Private citizens

**Information Collected:**

Name

Phone Number

Email address

Parent/Legal Guardian Name

**Personal Information Is Disclosed To:**

Library Staff

Private Sector Employees (*of contracted service providers*)