

## Fowlerville District Library

### Policy Bulletin

**POLICY NO:** 503.1

**SUBJECT:** Patron and Staff Data Security

The privacy of Fowlerville District Library's patron and staff personal information is important to the Library Board. This policy is intended to protect personal information and prohibit unlawful disclosure.

Personal information is **ANY** information provided to an entity that identifies you as an individual; including but not limited to name, address, social security number, credit rating. It is common practice and often a necessity for organizations to collect personal information to conduct business or offer services.

This policy is provided as required by law and represents the way the Fowlerville District Library collects and uses personal information. It applies to all individuals and organizations that ask about and/or obtain information, and specifically all employees of the Fowlerville District Library.

**Protection and Security:** The Fowlerville District Library has implemented physical security measures, guidelines, and technology access restraints to protect patron and staff personal information from unauthorized access, alteration, destruction, tampering, misuse of information and loss.

The Library makes every effort to ensure appropriate security of data, in addition to complying with applicable federal and state legislation, including but not limited to the Privacy Act of 1974, the Freedom of information Act of 1976, the Elliot-Larsen Civil Rights Act of 1976.

The Fowlerville District Library's integrated library system (ILS), website ([fowlervillelibrary.org](http://fowlervillelibrary.org)), Axis 360 website ([fdl.axis360.baker-taylor.com](http://fdl.axis360.baker-taylor.com)), and the Library of Michigan's eLibrary website ([mel.org](http://mel.org)) are protected by software security protocols; however, if an individual leaves Fowlerville District Library's website and links to another, the second website security procedures will be in effect.

Email is not necessarily secure against interception. The security protocols of the Internet Service Provider (ISP) and that of the message recipient's ISP will impact the security of transmission.

**Collection of Information:** The Fowlerville District Library only collects that information pertinent to employment practices. This information is provided by the employee and its use is necessary to conduct business as an employer.

If an individual visits Fowlerville District Library's website or downloads information, the Library collects and stores the name of the domain from which the internet was accessed, the date and time of the access, and the internet address of the website that directly linked the individual to the Library's website.

In order to collect the website information, the Library uses cookies. Cookies are small pieces of temporary data that facilitates the exchange between an individual and the Library's website. These cookies are stored on the individual PC only during the active session linking the individual to the Library's website. Once the session is ended the cookies are deleted.

Staff does not have to provide any personal information when accessing the Fowlerville District Library's website, ILS, Axis 360, or [mel.org](http://mel.org). If an individual chooses to send a message to an email address on this site, the Library will use that information to respond to the individual's message or to fulfill the stated purpose of that communication.

**Use of Collected Information:** The use of personal information is limited to those instances referring to employment, payment for employment, references, and selected third parties which include:

1. Financial service providers, such as mortgage bankers/brokers, insurance agents, indirect loan originators, correspondence lenders, and transaction providers.
2. Government reporting entities, as required by employment legislation

Use of information collected from website access is limited to the creation of summary statistics to track the number of visitors to the website, monitor system performance, and to make the Library's website more useful to our visitors.

Fowlerville District Library may share personal information by law, such as:

1. To enable organizations that provide services to the Fowlerville District Library, such as the Michigan Secretary of state, Unemployment Insurance Agency, benefit providers, etc.
2. To complete employee-initiated transactions
3. To service or process an employment agreement
4. To comply with a legal requirement or process
5. To comply with an employee's request or authorization to share information

**Disposal and Retention of Information: *Subject to the requirements of the Fowlerville District Library Record Retention and Destruction Policy (Policy #617)*** (1) All records containing personal information of employees and patrons will be disposed of in accordance with the State of Michigan Department of History, Arts and Libraries—Records Management Records Retention and Disposal Schedule ; and (2) working documents that contain personal information will be physically secured while work is not being performed and shredded upon completion of work.

**Penalties for Policy Violations:** Employees who violate this policy are subject to discipline, up to and including discharge.

Any person who violates the Social Security Number Privacy Act is guilty of a misdemeanor punishable by imprisonment, a fine or actual monetary damage including attorney fees, or both, as provided by said act.

Board Approved: 3/26/19

Effective Date: 3/26/19

Reviewed Date: \_\_\_\_\_

Revised Date: \_\_\_\_\_

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