

# **Wairarapa Library Service Privacy Policy**

## **Purpose**

This policy is the Wairarapa Library Service's statement on the treatment of personally identifiable information held by any of the libraries. It is to assist in the protection of individuals who wish to use any of the libraries.

## **Introduction**

The Wairarapa Library Service acknowledges that it holds some personal information about individuals. This information is collected and stored as part of the contract between the Wairarapa Library Service and the individual concerned. That information is necessary to maintain an efficient library service.

Under no circumstances should a member of staff pass any information regarding a third party, held by the library as part of its user database, to any other individual or organisation. The only lawful exception to this is when the third party has given consent to the Wairarapa Library Service for that information to be shared.

## **Procedure**

1. No telephone numbers or address details should be passed to any third party without the relevant library user having given permission. That permission should be in writing.
2. No information is to be stored by the Wairarapa Library Service other than that required to operate the Membership Policy and to maintain an accurate record of library activity related to any member.
3. Information regarding a particular library user's reading patterns shall not be given to any other person or organisation.
4. Requests from a user for any information held by the Wairarapa Library Service about them shall be supplied.
5. Any request by a library user to modify any information held by the library shall be actioned by the Wairarapa Library Service.
6. Information made public by library users (such as notes left in books, identifying marks left on books) shall not be covered by this policy.
7. Publicly available information purchased as part of the library collections shall not be covered by this policy.

8. To enable sensible monitoring the parents and/or guardians of children under 16 should be able to access information regarding their child's library records.