

KRLS Data Privacy and Non-Disclosure Policy

Purpose: This policy states the Kitchigami Regional Library System's position on data privacy and its employees' responsibilities for the protection of patron and employee privacy.

Statutory Requirement: Minnesota statutes, Chapter 13 Government Data Practices

13.40 Subd. 2. **Private data; library borrowers.**

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Policy:

Kitchigami Regional Library System practices will be developed in accordance with statute. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. The policy will also be signed by all volunteers who during the course of their volunteer duties come in contact with KRLS patron data and filed at KRLS Headquarters. A representative of any organization with which it has a service agreement must sign the policy on behalf of his/her organization.

Library data:

Kitchigami Regional Library System and its employees, volunteers and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes, but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

In addition to 13.40 Subd. 2. (2)(b) above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.

All library records may be consulted and used by library employees in the course of carrying out library operations, but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director. Only the Director or Assistant Director may respond to a subpoena or court order.

Employee data:

Only the Director, Bookkeeper and/or the Assistant Director may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

Policy Implementation:

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

**I have read the above Data Privacy and Non-Disclosure Policy
and agree to abide by its statement.**

Branch library location _____

Employee/volunteer (printed)

Employee/volunteer (signature) _____

Date _____

Branch Manager _____

Date _____