

ECRL Data Privacy and Non-Disclosure Policy

Approved by East Central Regional Library Board, 13 July 2009

This policy is to be signed by each ECRL employee and placed in 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 ECRL patron data, and filed at ECRL Headquarters.

East Central Regional Library and its employees will safeguard data collected, maintained, used or disseminated by the Library. According to Minnesota Data Practices (MN. Statutes 13.40, subd. 2 – Private Data for Library Borrowers) data is private and may not be disclosed for other than library purposes except pursuant to a court order. 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) and a patron's circulation records (fines, fees, items checked out).

These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the 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, staff should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director.

The Minnesota Data Practices (MN. Statutes 13.40, subd. 2 – Private Data for Library Borrowers) states the following with regards to materials requested by and held for a specific patron: "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 material be released only to the patron."

Only the Director and/or the Administrative Assistant may acknowledge any inquiries as to the dates of employment, position, salary and wage information regarding any library employee or respond to a court order or subpoena.

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.**

Employee/volunteer name (printed) _____

Employee/volunteer name (signature) _____

Date _____