

FRIENDS OF THE LONDON PUBLIC LIBRARY PERSONAL INFORMATION POLICY

Introduction

The Friends of the London Public Library is committed to safeguarding the personal information provided to us by our members and volunteers.

Policy Statement

The purpose of the policy is to ensure personal information is managed in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable legislation.

Scope

The policy applies to all services and operations of the Friends and its volunteers.

Purpose

To inform members and volunteers how and why Friends of the London Public Library (hereafter known as “Friends”) collects, uses, protects, and/or shares personal information.

Statement

Friends collects personal information for the purposes of maintaining records of membership, volunteering, and to deliver pertinent and time sensitive information and communication regarding Friends services and programs with members and volunteers. The Friends may from time to time share the personal information with the appropriate staff of the London Public Library (“LPL”) for the purpose of sharing information with members and volunteers that may assist the members and volunteers in their work with the Friends.

Definitions

Personal Information refers to any information that identifies an individual person, who is the subject of the information.

Personal Information Collected

Friends collects some personal information such as: name, address, telephone number (optional), email address, and preferred membership category or volunteer position. Friends collects personal information directly from the member/volunteer.

Friends does not share information about members/volunteers with any other organizations or companies without permission from members/volunteers.

Notwithstanding the above, the Friends may share personal information with the LPL where it is deemed appropriate to do so within the parameters set out in this Policy.

Personal information is protected in a manner appropriate for the sensitivity of the information. Every reasonable effort to prevent loss, misuse, disclosure, modification, or unauthorized access to personal information.

Appropriate security measures are used when destroying personal information, including shredding paper records and permanently deleting electronic records.

Correcting Personal Information Held by the Friends of the London Public Library
Friends will take reasonable steps to ensure that the personal information on records held by Friends is accurate and up to date.