

FRIENDS OF THE LONDON PUBLIC LIBRARY
POLICY

DRAFT REVIEW DOCUMENT

Title of Policy: Management of Personal Information Policy

Policy Type:

Policy Number:

Effective Date:

Review Date:

PURPOSE:

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. 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.

SCOPE:

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

DEFINITIONS:

Personal Information

As defined by MFIPPA, 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.

POLICY 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 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 Friends.

Protection and Privacy of Users

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.

Security

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

Should Friends become aware that Personal Information has been accessed and used in a manner contrary to this policy and the MFIPPA, Friends will notify the individual of the breach and take actions to rectify the situation.

Disposal of 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

Friends will take reasonable steps to ensure that the personal information on records held by Friends is accurate and up to date.

INQUIRIES:

Friends' President

Program Co-ordinators

RELATED DOCUMENTS

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, Chapter M.56

Document Control:

Approved: November 2, 2021

Review Date: November 2025