

Personal Information Bank Directory

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Personal Information Bank Name:

Accessible Services Files

CPL Classification:

Operations – Programing

Library Integrated Library System (Polaris)

Purpose for Collection, Use, and Disclosure of Personal Information:

To administer library materials borrowing service to individuals in care facilities and to library users with mobility challenges and/or print disabilities.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Vital Statistics Information

Health Information

Reading Interests and Preferred Formats Information

Permission to retain past borrowing information to avoid duplication of delivery

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Accounting Services Files

CPL Classification:

Administration – 900 -1240 Financial Management

Purpose for Collection, Use, and Disclosure of Personal Information:

To document financial arrangements with authors and performers for program presentation, to document financial arrangements for In Residence positions, to document financial arrangements with authors for purchase of self-published works, and to document financial arrangements if honoraria issued to Community Digital Initiatives participants. Also, to document monetary donations to the Coquitlam Public Library for specific initiatives.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Financial Information

Persons Information is Disclosed To:

Library Employees

City of Coquitlam Employees

Personal Information Bank Name:

Critical Incident Reports

CPL Classification:

Administration – 1560 Occupational Health and Safety

Purpose for Collection, Use, and Disclosure of Personal Information:

To capture Critical incidents relating to safety and security of library staff, library patrons, and/or library materials and facilities

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Library Employees

Type(s) of Information Collected:

Name and Contact Information

Vital Statistics Information

Civil/Criminal Information

Persons Information is Disclosed To:

Library Employees

Public Body Employees

Personal Information Bank Name:

Employee Files

CPL Classification:

Administration -- Human Resources Management

Purpose for Collection, Use, and Disclosure of Personal Information:

To document information pertaining to employment at the Coquitlam Public Library

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Library Employees

Type(s) of Information Collected:

Name and Contact Information

Education Information

Criminal Information

Vital Statistics Information

Financial Information

Family Information

Health Information

Permits/Licenses Information

Employment Information

Persons Information is Disclosed To:

Other Public Body Employees

Private Sector Employees (of contracted service providers only)

Personal Information Bank Name:

Executive Director's Correspondence

CPL Classification:

Administration –

146 -Agreements, Negotiation &Management

160 -Association, Club, society, Voluntary Participation

188- Charitable Campaigns

190 -Communication

225 - Correspondence

292 – Information & Privacy

Purpose for Collection, Use, and Disclosure of Personal Information:

To capture all public correspondence addressed to the Chief Librarian and the Chief Librarian's replies.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections: 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Executive Directors' Public Comments and Complaints Correspondence

CPL Classification:

Administration –

146 -Agreements, Negotiation &Management

160 -Association, Club, society, Voluntary Participation

188- Charitable Campaigns

190 -Communication

225 - Correspondence

292 – Information & Privacy

Purpose for Collection, Use, and Disclosure of Personal Information:

To capture comments and complaints about library services and the responses sent.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Freedom of Information Requests

CPL Classification:

Administration - 292 – Information & Privacy

Purpose for Collection, Use, and Disclosure of Personal Information:

To document freedom of information requests for access to library records and their resolution.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Interlibrary Loan Requests

CPL Classification:

Operations – Interlibrary Loan

Purpose for Collection, Use, and Disclosure of Personal Information:

To administer the borrowing materials from other library systems on behalf of library patron.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

CPL Library Card Number

Booking Information

Financial Information

Persons Information is Disclosed To:

Library Employees

Public Body Employees

Personal Information Bank Name:

Library Email Newsletter Recipients

CPL Classification:

Administration -- 190 – Communication

Purpose for Collection, Use, and Disclosure of Personal Information:

To communicate weekly highlights of upcoming library events and programs, monthly stories about top reads, VPL news and more.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections: 26 (a) - the collection of that information is expressly authorized by or under an Act 26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Online Library Catalogue Social Feature

CPL Classification:

Library Integrated Library System (Polaris)

Purpose for Collection, Use, and Disclosure of Personal Information:

To allow library users to share ratings and commentary about the materials in the library collection with other collection users and beyond Vancouver to other users of this library catalogue platform.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Vital Statistics Information

Commentary and Reading List Information

Persons Information is Disclosed To:

Library Employees

Private Sector Employees

Personal Information Bank Name:

Polaris Integrated Library System, Circulation Module

CPL Classification:

Library Integrated Library System (Polaris)

Purpose for Collection, Use, and Disclosure of Personal Information:

To administer library materials borrowing service including wait lists and fines & charges that are owed and paid.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Vital Statistics Information

Current Borrowing Information

Finance Information

Persons Information is Disclosed To:

Library Employees

Private Sector Employees (of contracted service providers only)

Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an electronic system or equipment that includes an electronic system, or data recovery that is being

undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.

Personal Information Bank Name:

Library Integrated Library System (Polaris) Homebound Module

CPL Classification:

Library Integrated Library System (Polaris)

Purpose for Collection, Use, and Disclosure of Personal Information:

To administer library materials borrowing service including wait lists and fines that are owed and paid to vulnerable seniors and to library users with mobility challenges and/or print disabilities.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Vital Statistics Information

Current Borrowing Information

Previous Borrowing Information

Finance Information

Persons Information is Disclosed To:

Library Employees

Private Sector Employees (of contracted service providers only)

Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an electronic system or equipment that includes an electronic system, or data recovery that is being undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.

Personal Information Bank Name:

Programing (Minors)

CPL Classification:

Administration -- 292 – Information & Privacy

Purpose for Collection, Use, and Disclosure of Personal Information:

To document the release of the library from liability in relation to minors' participation in activities or events and to document the granting of licence to publish minors' content for promotional purpose.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Family Information

Civil Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Request for Reconsideration of Library Materials correspondence

CPL Classification:

Operations – Technical Services

Purpose for Collection, Use, and Disclosure of Personal Information:

To capture responses sent regarding requests for reconsideration of library materials.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

Persons Information is Disclosed To:

Library Employees

Public Body Employees

Personal Information Bank Name:

Staff Identification Name Tags

CPL Classification:

Administration – 470 – Security Management

Purpose for Collection, Use, and Disclosure of Personal Information:

To permit staff and other designated access to library facilities.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Library Employees

Type(s) of Information Collected:

Name

Employment Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Study Room Bookings

CPL Classification:

Administration - 935 – Accounts Receivable

Purpose for Collection, Use, and Disclosure of Personal Information:

To administer room rentals.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Private Sector Companies

Public Bodies

Type(s) of Information Collected:

Name and Contact Information

CPL Library Card Number

Booking Information

Financial Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Suggested Purchases Requests

CPL Classification:

Operations – Technical Services

Purpose for Collection, Use, and Disclosure of Personal Information:

To collect and approve suggested purchase service

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact Information

CPL Library card number

Request Information

Persons Information is Disclosed To:

Library Employees

Personal Information Bank Name:

Teen Advisory

CPL Classification:

Administration - 370 – Licences & Permits

Purpose for Collection, Use, and Disclosure of Personal Information:

To document the release of the library from liability in relation to minors' participation in activities or events.

Authority for Collection of Personal Information:

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

Collected Information is About:

Private Citizens

Type(s) of Information Collected:

Name and Contact

Information Family Information

Civil Information

Persons Information is Disclosed To:

Library Employees