



Town of Banff  
Public Library

Policy: LM 2 – Library Management  
Title: Personal Information Banks Policy  
Motion No. 02/01/19-06  
Reviewed: January 2, 2019

References: Reviewed in 2014 (2014/02/19-22)

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## Personal Information Banks (PIB) – Personal Information Collected by Banff Public Library

Location 101 Bear Street, Banff, AB. T1L 1H3  
Town: Population 9,658 in 2017

### 1. Patron Record

*Membership Forms and Membership Database:  
Information that supports the lending and use of library materials to the public.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal Information contained:

Patron name, patron barcode number, Banff P.O. Box, forwarding address, date of birth, home telephone numbers, business telephone number, place of employment, job title, e-mail addresses, membership type, and one of: provincial I.D. card number, provincial driver's license number, international driver's license number, national identity card number, passport number, Canadian citizenship number, or Canadian permanent resident number.

Individuals: All patrons registered with the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act, section 32(c).

### 2. Programs - Participant Lists

*Lists are kept only for programs where it is necessary to contact participants.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Information contained:

Name, contact telephone number, e-mail address, age, parent name

Individuals: All patrons attending programs at the Banff Public Library where it is necessary to preregister.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act

### 3. Reference Questions Forms

*For detailed or difficult reference questions where it might be necessary to contact the patron when future information is received.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:

Patron name, contact telephone number, e-mail address

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Individuals: Patrons requesting in-depth reference information from the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act

#### **4. Interlibrary Loan Forms**

*For interlibrary loans requests to contact the patron when interlibrary loans items are received.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Patron name, contact telephone number, e-mail address

Individuals: All patrons requesting interlibrary loans from the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act

#### **5. Patron Overdue Files**

*For contacting patrons when library materials are not returned.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Patron name, patron barcode number, contact telephone number, e-mail address

Individuals: All patrons with overdue materials from the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act

#### **6. Patron Request Forms**

*For patron requests to contact the patron when requested items are received.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Patron name, P.O. Box, Telephone number, email address, patron barcode number.

Individuals: All patrons requesting to borrow items at the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act



## 7. Employee Records

### a) Personnel files

*Includes information to support personnel management functions.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:

Employee name, P.O. Box and Street Address, telephone number, resume, social insurance number, earnings and income tax records, performance evaluations, correspondence, employment contracts, reprimands and commendations, training assessments, training certificates obtained.

Individuals: Permanent and part-time staff at Banff Public Library.

Legal Authority: Alberta Labour Code, Canada Tax Act, Alberta Library Act, Alberta Freedom of Information and Protection of Privacy Act, section 32(c)

### b) Human Resources Records

*Includes information to support administration and payroll functions.*

Location: Banff Town Hall, 110 Bear Street, Banff, AB. T1I 1A1

Personal information contained:

Employee name, address, telephone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave.

Individuals: Permanent and part-time staff at Banff Public Library.

Legal Authority: Alberta Labour Code, Canada Tax Act, Alberta Library Act, Alberta Freedom of Information and Protection of Privacy Act, section 32(c)

### c) Library Contact Information File

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:

Names, contact addresses, home telephone numbers, e-mail addresses of librarian and library staff and library board trustees.

Individuals: Permanent and part-time staff at Banff Public Library.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c).

## 8. Volunteer Records

*Volunteer records include information to contact volunteers at the Banff Public Library.*



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Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3  
Personal information contained:  
Names and telephone numbers of volunteers.

Individuals: volunteers at the Banff Public Library.  
Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c).

## 9. Annual Reports

*Banff Public Library Annual Reports include information to contact volunteer library board trustees at the Banff Public Library.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Names, addresses and telephone numbers of library board trustees.

Individuals: Town of Banff appointed Library Board Trustees

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c),  
Alberta Libraries Act.

## 10. Art Exhibit Forms

*For artists who exhibit their works at the Banff Public Library.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Artist, contact telephone number, e-mail address

Individuals: All artists requesting art exhibits at the Banff Public Library.

Legal Authority: Alberta Libraries Act, Freedom of Information and Protection of Privacy Act

## 11. Donor lists

*Charitable tax receipts with donor information and lists compiled for public display – with permission of donor.*

Location: Banff Public Library, 101 Bear Street, Banff, AB. T1L 1H3

Personal information contained:  
Donor name, contact information, details regarding donation.

Legal Authority: Canada Tax Act, Alberta Freedom of Information and Protection of Privacy Act.