

**POLICY: PROTECTION OF PRIVACY AND  
CONFIDENTIALITY**

**POLICY #: B-OP-11**

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COMMITTEE:	Library Board	PASSED:	September 11, 2003
TOPIC:	Operating Policies	AMENDED:	February 9, 2006; 22 October 2015; February 25 2022, April 25 2024
		REVIEW PERIOD:	As required.

**PURPOSE**

To ensure that the North Vancouver District Public Library Board, employees, contractors, and volunteers are aware of the requirements of and are in compliance with the *Freedom of Information and Protection of Privacy Act*.

**SCOPE**

This policy applies to all personal and confidential information collected, handled, managed, and used by North Vancouver District Library Board members, employees, contractors, and volunteers.

**POLICY**

North Vancouver District Public Library recognizes that in order to fulfil its mission, library users, volunteers, employees, and contractors should not feel constrained in their use of library resources due to fear of invasion of personal privacy. Personal information collected, used or disclosed by the North Vancouver District Public Library is in accordance with the B.C. *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A copy of this policy may be given to any library user who is concerned about privacy or who has been refused information.

Accompanying this policy is the North Vancouver District Public Library’s FOIPPA Manual. The manual will provide NVDLP Board, employees, contractors, and volunteers with direction on the release of information, whether it is routinely releasable information, a proactive release in the public interest or pursuant to a request from the public, and on the collection, use, destruction, and protection of personal information. The manual will also serve as the foundation for the NVDPL’s Privacy Management Program, which is legislated under the *Act*.

The NVDPL is required to appoint a FOIPPA “Head” for the purpose of ensuring compliance with the *Act*: this person is the Director of Library Services. The Head is assisted in this task by a Privacy Officer: this person is the Executive Assistant to the Director. Any questions Board members, employees, contractors, volunteers, or members of the public may have with respect to the practices contained in this policy or

manual, FOIPPA or access to information/protection of privacy, in general, should be directed to either one of these two individuals.

The NVDPL's Head designated pursuant to the Act is authorized to update FOIPPA Manual as needed to ensure it remains current and effective.

## **ROLES AND RESPONSIBILITIES**

The Library Board is responsible for this policy.

The Library Board supports this policy, the BC *Freedom of Information and Protection of Privacy Act (FOIPPA)* and the BC Human Rights Code.

The Director of Library Services, Library Managers and Supervisors are responsible for the implementation of this policy.

## **RELATED POLICIES**

- PERSONAL EMPLOYEE INFORMATION - ACCESS, USE, PRIVACY AND CONFIDENTIALITY (B-HR-01.7)
- PUBLIC INTERNET ACCESS AND COMPUTER USE POLICY (B-OP-10)