

## PRIVACY POLICY

### THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY

OCTOBER 7, 2004

#### PREFACE

The privacy of our users is important to us. We know you care how information about you is used and shared, and we appreciate your trust. By visiting [www.whitchurch-library.on.ca](http://www.whitchurch-library.on.ca), you are accepting the practices described in this Privacy Policy and agree, without limitation or qualification, to be bound by this Privacy Policy.

#### INFORMATION GATHERING AND USAGE

The Whitchurch-Stouffville Public Library is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation. Personal information is collected under the authority of the Municipal Act, R.S.O. 1990, C.M. 45, as amended. The Whitchurch-Stouffville Public Library does not share or sell any personal information gathered from this Website, including e-mail addresses, with any other organizations or government departments subject to law. Information is collected for the administration of library operations, and only for the purpose for which it is obtained or compiled. The Whitchurch-Stouffville Public Library is committed to protecting the privacy of library users by preventing unauthorized access to personal records and disposing of personal information in accordance with a retention schedule. Recorded information includes hard copy records, electronic records, etc. Under MFIPPA library users have the right to access their own personal information, subject to very limited exemptions.

#### THIRD PARTY DATA COLLECTION

The Whitchurch-Stouffville Public Library Website has links that take you to other sites that may collect personally identifiable information about you. We hope that all third parties involved adhere to our policies regarding the privacy of our users. However, this Privacy Policy does not cover third party data collection and we do not assume any responsibility for the actions of third parties.

#### INFORMATION ON RIGHTS AND RESPONSIBILITIES

Questions about your rights and responsibilities and the collection of information should be directed to the Chief Executive Officer of the Whitchurch-Stouffville Public Library, 30 Burkholder Street, Stouffville, ON L4A 4K1. Telephone No. 905-642-READ (7323).

#### POLICY REVISION

This statement of policy will be revised as time and circumstances require.