



AURORA PUBLIC LIBRARY BOARD
GENERAL RECORDS AND
PERSONAL INFORMATION BANKS POLICY

1. INTRODUCTION

The following information is published and made available to the public, pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

2. HEAD OF THE ORGANIZATION

Aurora Public Library Board
15145 Yonge Street Aurora, ON L4G 1M1
Designated Head: Chief Executive Officer

3. WHERE TO MAKE A REQUEST

Chief Executive Officer - Aurora Public Library
15145 Yonge Street Aurora, ON L4G 1M1
(905) 727-9494

4. ORGANIZATION AND RESPONSIBILITIES

The Aurora Public Library Board consists of nine (9) members, appointed by the Council of the Town of Aurora for a term of office concurrent with the term of Council.

The Board is a corporation formed under the authority of the Public Libraries Act, R.S.O. 1990, Chapter P.44. Under the provisions of this legislation, the Board appoints a Chief Executive Officer who has general supervision over and direction of the operation of the Library and its staff. The Chief Executive Officer also serves as the Board's Secretary-Treasurer. The Board maintains one (1) facility in the local municipality of Aurora.

The primary responsibilities of the Board with respect to the provision of library services are legal authority, planning, policy, and advocacy. The responsibility of the Library as an organization is to serve the needs of the community through the provision of public access to a broad range of resources and the provision of information services.

5. GENERAL RECORDS IN THE CUSTODY OR CONTROL OF THE ORGANIZATION

| | |
|-----------------------------|-----------------------|
| Administration and Planning | Governance and Policy |
| Agreements and Contracts | Legislation |
| Building and Property | Personnel |
| Finance | Service Delivery |

6. PERSONAL INFORMATION BANKS

1. Name of Bank: **Membership Records**
Location: Aurora Public Library
Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
Information Collected: Name and contact information; demographics; year of birth for children less than 16 years of age plus name of responsible parent or legal guardian
Purpose/Use: To register members and facilitate the borrowing of materials and access to programs and services; contact members in the course of library service delivery; administer the Fees and Services Charges policy; collect demographics for service planning
Accessible by: Library staff working within the scope of their duties
Individuals in the Bank: Registered members of Aurora Public Library
Retention and Disposal: Annual membership, renewable. Deleted two years after date of last use if no financial blocks are attached

2. Name of Bank: **Visiting Library Service**
Location: Aurora Public Library
Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
Information Collected: Name and contact information; reading preferences; special needs; copy of successful vulnerable sector screening of volunteer; assigned volunteer
Purpose/Use: To administer the Visiting Library Service
Accessible by: Library staff working within the scope of their duties; copy of client profile to volunteer
Individuals in the Bank: Volunteers and clients of the Visiting Library Service
Retention and Disposal: The duration of participation in the program, plus one year

3. Name of Bank: **Program Registrants**
Location: Aurora Public Library
Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
Information Collected: Name and contact information; age (if applicable); payment; attendance at program sessions; special needs
Purpose/Use: To administer registered library programs
Accessible by: Library staff working within the scope of their duties
Individuals in the Bank: Registrants for a given program
Retention and Disposal: Retained for the duration of participation in the program, plus one year

4. Name of Bank: **Volunteers**
 Location: Aurora Public Library
 Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
 Information Collected: Name and contact information
 Purpose/Use: To administer volunteer services
 Accessible by: Library staff; working within the scope of their duties
 Individuals in the Bank: Individuals acting in a volunteer capacity with the Library
 Retention and Disposal: Retained for the duration of the volunteer activity, plus one year
5. Name of Bank: **Library Board**
 Location: Aurora Public Library
 Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
 Information Collected: Name and contact information of appointed members
 Purpose/Use: To conduct the business of the Board; advise the public as to the membership of the Library governance body
 Accessible by: Library Administration staff
 Individuals in the Bank: Current members of the Library Board
 Retention and Disposal: Duration of the term of office, plus one year
6. Name of Bank: **Employment Records**
 Location: Aurora Public Library
 Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
 Information Collected: Name and any personal information required to administer and record employment
 Purpose/Use: To record employment history; generate special purpose information - e.g. lists re seniority dates; anniversary dates; emergency contacts
 Accessible by: Library Administration staff
 Individuals in the Bank: All employees of the Library Board
 Retention and Disposal: Duration of employment, plus five years
 OMERS waivers: Duration of employment plus 30 years
7. Name of Bank: **Employee Payroll and Benefit Records**
 Location: Town of Aurora (acting as agent for the Library)
 Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
 Information Collected: Name and any personal information required to administer employee payroll and benefits
 Purpose/Use: To administer payroll and benefits

- Accessible by: Library Administration staff and Town of Aurora staff working within the scope of their duties
- Individuals in the Bank: All employees of the Library Board
- Retention and Disposal: Duration of employment, plus five years; plus retention requirements of external agencies, or as per required legislation
8. Name of Bank: **Employment-Recruitment Files**
- Location: Aurora Public Library
- Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
- Information Collected: Name and contact information; applications and résumés of applicants; assessment data for interviewed applicants
- Purpose/Use: To document recruitment process for position vacancies
- Accessible by: Library Administration and relevant supervisory staff
- Individuals in the Bank: Applicants for position vacancies
- Retention and Disposal: One year
9. Name of Bank: **Program Contracts**
- Location: Aurora Public Library
- Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
- Information Collected: Name and contact information; résumés; payment information
- Purpose/Use: To contact and pay programmers
- Accessible by: Library staff working within the scope of their duties
- Individuals in the Bank: Individuals contracted to deliver programs on behalf of the Library
- Retention and Disposal: Duration of the program plus 1 year
10. Name of Bank: **Donors**
- Location: Aurora Public Library
- Legal Authority: Public Libraries Act, R.S.O. 1990, Chapter P.44
- Information Collected: Name and contact information; donation; information for tax receipt
- Purpose/Use: To acknowledge donor; administer tax receipt
- Accessible by: Library Administration staff
- Individuals in the Bank: Persons who make charitable donations to the Library
- Retention and Disposal: Six years, or as per required legislation

Related Policies

1. APL Privacy Policy

| | | | |
|------------------------|--------------|-----------|----------|
| Approval Date: | May 21, 2014 | Motion #: | 14.05.46 |
| Effective Date: | May 21, 2014 | | |
| Date of Last Revision: | May 19, 2010 | | |