

APPENDIX A
Standard Text for Patron Information and Confidentiality Card / Sheet

POLICY 1060

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Patron Information and Confidentiality

Within the New Brunswick Public Library Service (NBPLS), your personal information (such as name, address and library usage), is managed according to and in respect of the **NB Right to Information and Protection of Privacy Act**. NBPLS uses personal information about patrons for the following purposes:

- To plan and develop library programs, services and collections to serve different segments of the population;
- To ensure the return of library materials;
- To determine the usage of library programs, services and collections;
- To support the delivery of special library services (e.g. home library service and library services by mail);
- To schedule library programs and the use of services (e.g. computers, meeting rooms);
- To contact patrons about library promotions (e.g. programs, services, events and fundraisers). This may include solicitation for financial support in the form of donations to the NB Public Libraries Foundation;
- To ensure the safety of the public and protection of the library facility and library materials through the use of video surveillance when other measures of deterrence or detection of criminal activity have been considered and rejected as unworkable by library management;
- To perform the normal functions required by library employees during the course of their duties.

In accordance with the **NB Right to Information and Protection of Privacy Act** and **Canada's Anti-Spam Legislation**, we will obtain your consent prior to sending you information about library activities. If you wish to receive information about library activities, please speak with an employee at your local public library.

Under the **Right to Information and Protection of Privacy Act**, there are circumstances where personal information collected by NB public libraries may be disclosed without your consent (e.g. police investigation). For more information on disclosure of personal information by public libraries, see **NBPLS Policy 1060 – Confidentiality of Personal Information about Patrons**, available at: <http://www2.gnb.ca/content/gnb/en/departments/nbpl/about-us/policies.html>. For more information about the **Right to Information and Protection of Privacy Act**, visit https://www2.gnb.ca/content/gnb/en/departments/jag/attorney-general/content/acts_regulations.html