



HURON PUBLIC LIBRARY
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Huron Public Library Privacy and Confidentiality Policy

The Huron Public Library's commitment to privacy and confidentiality has deep roots not only in law, but also in the ethics and practices of the library profession. In accordance with the American Library Association's *Code of Ethics*: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

At the state level, Section 14-2-51 of the South Dakota Codified Laws provides as follows:

14-2-51. Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Source: SL 1983, Ch. 154, § 1.

The privacy and confidentiality policies of the Huron Public Library shall comply with the applicable federal, state and local laws. Records will be made available in the event that a duly authorized request is received from a law enforcement agency.

Outlined below are the rights of library patrons, as well as the responsibilities of this institution, which are based in part, on what are known in the United States as the five "Fair Information Practice Principles." These five principles outline the rights of **Notice, Choice, Access, Security, and Enforcement:**

HURON PUBLIC LIBRARY'S COMMITMENT TO PATRONS' RIGHTS OF PRIVACY AND CONFIDENTIALITY

This policy describes patron privacy and confidentiality rights, the steps this Library takes to respect and protect patron privacy when using library resources, and how the Library deals with personally identifiable information that may be collected from library users.

1. Notice & Openness

The Library does not create unnecessary records, only retains records required to fulfill the mission of the Library, and does not engage in practices that would place information on public view.

While the Library must maintain records of information such as overdue and lost items, outstanding

fines, and payments to patron accounts, these records are kept secure and are purged from the Library's computer system when no longer needed for library business purposes.

2. **Choice & Consent**

This Policy explains the Library's information practices and the choices patrons may make regarding the manner in which personal information is collected and used. The Library will not collect or retain any private or personally identifiable information other than that information required to open an account.

If library users wish to receive borrowing and other privileges, the Library must obtain certain information about them in order to establish an account (e.g., name, phone number, email address and street address). When visiting the Library's Web site, patrons may be required to provide their name and library card barcode number in order to access some subscription databases or their own account information.

Personally, identifiable information provided will be kept confidential and will not be disclosed to any third party unless the Library is compelled to do so under the law.

3. **Access by Users**

Individuals wishing to update or verify the accuracy of personal information may do so at the Library's Circulation Desk. To ensure the security of personal data, verification of identity will be required in the form of a photo I.D. (e.g., driver's license, state identification card, passport, etc.).

The purpose of accessing and updating personally identifiable information is to ensure that library operations function properly. Such functions may include notification of the availability of reserved or Interlibrary Loan items, reminders of overdue materials, etc.

4. **Data Integrity & Security**

The data collected and maintained by the Library must be accurate and secure. Reasonable steps are taken to assure data integrity and security. Personally, identifiable information is protected from unauthorized disclosure.

Tracking Users

Library visitors or Web site users are not asked to identify themselves or reveal any personal information unless they are:

- borrowing materials
- requesting special services
- accessing the Internet in the Library
- registering for programs or classes, or

- making remote use from outside the Library of those portions of the Library's Web site restricted to registered borrowers under license agreements or other special arrangements.

Third Party Security - When connecting to resources outside the Library's direct control, the only information released is that which authenticates users as "members of the library community." The Library is not responsible for protecting personal information gathered by outside websites.

Staff access to personal data - Only authorized library staff with assigned, confidential passwords shall have access to personal data stored in the Library's computer system for the sole purpose of performing library work. Except when required by law or to fulfill an individual user's service request, the Library will not disclose any personal data collected from patrons. The Library does not sell or lease patrons' personal information to any individual or entity.

5. Compliance

Huron Public Library will not share data on individuals with third parties unless required by law. Regular privacy audits are conducted in order to ensure that all library programs and services comply with this Privacy Policy. Patrons who have questions, concerns, or complaints regarding the Library's handling of their privacy and confidentiality rights should file written comments with the Library Director.

Only the Library Director or designee is authorized to receive or comply with requests from law enforcement officers. Library records will not be made available to any agency of the state, federal, or local government unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance. All library staff and volunteers have been trained to refer any law enforcement inquiries to library administrators.

Questions related to this policy should be directed to the Library Director, Monday – Friday during regular business hours, 1-605-353-8530.