

Dorothy Hull Library – Windsor Township

Privacy Policy

Purpose

It is the purpose of this policy to outline the use of personal information collected by the Dorothy Hull Library – Windsor Township.

The Library preserves the confidentiality of patrons, staff, and volunteer records to the fullest extent of the law (Michigan Library Privacy Act, MCL 455 of 1982 and the Michigan's Social Security Number Privacy Act, MCL 454 of 2004). This includes the following patron, staff, and volunteer information;

- name
- address
- phone number
- date of birth
- family members
- email address
- library barcode number
- Items checked-out, requested, cancelled holds, interlibrary loans (MelCat), or any information that would identify a person having requested or obtained specific materials from the library.
- information that identifies a person as having attended an event (see Photography and Recording Policy)

This includes staff, volunteers, and vendor's social security numbers.

Employees of the library, or volunteers of the library shall not release or disclose a library record or any portion of a library record. The exceptions are as follows:

- When written consent is given by the owner.
- Information contained is ordered by a court of law.
- Written parental or guardianship permission is given for minor children.

No member of the public, patron, visitor, or non-authorized individual may step behind the circulation desk. No paper records with confidential information may be left where an unauthorized individual may have access to it. No computer screen with confidential information may be easily visible to an unauthorized individual. Staff members may not verbally share any patron information with another individual.

In the event a patron feels their confidential information has been breached a written statement from the patron containing the following information is required to be submitted to the Director within 10 business days of the occurrence.

- Patron name
- What information was shared?
- Did you hear/see this directly?
- Where/when did you see/hear this?
- If you heard this from another person, the name and contact information of that individual.
- Where/when did the other person see/hear this?

The Library Director and/or a Board member will conduct an investigation in order to correct behavior and/or to take disciplinary action, up to and including termination.

Version	adopted	Amended	Update information
1	03.21.2024		Includes the Library Privacy Act and the Michigan SSN Policy. This replaces the DHL-WT SSN Privacy Act Policy.
Procedure			