

Privacy Policy

Belleville Public Library is committed to protecting the privacy of your personal information. We have developed policies and procedures in compliance with The Municipal Freedom of Information and Protection of Privacy Act and The Personal Information Protection and Electronics Documents Act.

We would like to take this opportunity to inform you about the personal information that we collect, how it is used, how we protect its confidentiality and your rights in respect of this information.

The nature of personal information we collect may include:

- information we receive from you such as your name, address and other contact information
- information about your transactions with us, such as library barcode number, personal identification number (PIN), material currently on loan, history of material recently on loan, outstanding fines and fees

Belleville Public Library uses the information we collect for the following purposes:

- to provide you with library services
- to assist us in the collection of outstanding accounts, including disclosure to our Collection Agency as required
- to respond to your enquiries about our service
- to prevent fraud – abuse of library services with respect to both you and the Library
- to solicit support for library programs and services
- to meet legal requirements

You have the right to request access to your personal information that we have collected, and to request amendments to personal information about you to ensure its accuracy and completeness. To make a request for access to personal information we may have collected, disclosed or used about you or to request that your personal information be amended, please contact our Circulation Services Department.

We want to ensure that you understand our need to collect and use personal information in the delivery of our services. Please feel free to contact us if you have concerns about the collection and use of your personal information.

Should you wish to withdraw your consent to the use of your personal information for the solicitation of support for library programs and services, you have the option of doing so. Simply submit your request in writing to: Chief Executive Officer, Privacy Official, Belleville Public Library, 254 Pinnacle Street, Belleville, Ontario K8N 3B1; or by facsimile to (613) 968-6841 or by e-mail to tpross@bellevillelibrary.com