



Privacy Statement

Newmarket Public Library is committed to protecting the privacy of our members and all patrons who visit our library or website. We are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Public Libraries Act.

- The Library collects personal information to use exclusively for the following purposes:
 - To administer the Library's borrowing, materials reservation, program registration, online resource, and computer access programs;
 - To collect usage statistics to be reported in the aggregate to the public and to governing bodies;
 - To collect outstanding debts, including through a collection or credit reporting agency;
 - To identify individuals suspected of contravening the Library's Code of Conduct or Public Computer Access & Use Policy or any applicable law.
- Personal information may only be accessed by authorized staff, by you, by the parent or guardian of a child under 16, or by another individual that you have authorized. Sharing your card and/or logon information with another individual indicates your authorization.
- Personal information will not be shared with any third party except as permitted by law, such as for police investigations, debt collections, or child welfare.
- You have a right to access any information the Library has collected about you with proof of identity, subject to any limitations in MFIPPA.
- A history of library materials borrowed and returned and for which no fines or fees have been payable is only maintained with your express consent, and may only be accessed by you or another authorized individual as above.
- Materials reserved for you may be visible to other users in a self-service area but will only be identified by abbreviated versions of your surname and your membership number.
- In compliance with Canada's Anti-Spam Legislation (CASL), your express consent is required for the Library to use your contact information to send you messages promoting our services.
- The Library does not share your personal information with online resource vendors, but we do allow them to confirm the validity of your library card number. Any information that these vendors separately collect from you by any means is subject to the vendor's own privacy policy.
- The Library uses software that records the Internet Protocol (IP) addresses of computers that access our website, and uses services that analyze usage trends on our website, but makes no attempt to link these addresses with the identity of individuals, and does not use "cookies" to track users.
- The Library uses software that records the login names of users on our computers, and that records the unique identifier of any device that connects to our wireless network. In rare cases it may be used to identify individuals or devices suspected of contravening the law or a Library policy as listed above, and potentially shared with law enforcement. However, the Library does not use any software that records the web activity of any users on our network.
- The Library does not share any personal information with its Internet Service Provider (ISP) except as may be required by law.
- The Library records video surveillance of the facility premises, including the exterior. This video is used solely by authorized staff to enforce Library policy, and may be shared with law enforcement but not with any other third party.

If you have any further questions on privacy please direct them to the Chief Executive Officer of the Library.