

## **CONFIDENTIALITY AND PRIVACY**

### **PATRON INFORMATION**

- I. Oxford Public Library supports patrons' rights to privacy and adheres to the ALA Code of Ethics, Article III: "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."
- II. The Library cannot be responsible for the privacy or confidentiality of electronic communications or files used in the Library. All patrons who release personal information on library computers, including credit card or bank account numbers, etc. do so at their own risk.

### **INFORMATION IN A PATRON OR CIRCULATION RECORD**

- I. In the case of information that is included in a patron's library record, Oxford Public Library adheres to Section 11-25(b) of the Connecticut General Statutes which states:
  - A. (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the Library, as necessary for operation of the Library.
  - B. (2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.
- II. Any employee or volunteer of the Oxford Public Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director. The Library Director, in a timely manner, shall review all requests and orders, consult with the Town attorney as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.