## HUNTSVILLE PUBLIC LIBRARY



Policy Number: 16-00 Policy Approval Date: February 8, 2016 Policy Review Date: February 2019

## **Municipal Freedom of Information and Protection of Privacy Act**

The Municipal Freedom of Information and Protection of Privacy Act protects the privacy of your personal information in the Library's records. It also gives you the right to ask about your own personal information in these records.

The Act includes rules on how the Library can collect, use and dispose of personal information in its records. The Library must follow the Act.

You have the right to ask us to correct your information if you can prove that it is incorrect.

The Library cannot give you information about another person, unless that person is under sixteen and you are his/her parent or legal guardian. You may also give permission for another person to see your information; but you must complete a special consent form.

If you bring a library card; overdue notice or collection letter that belongs to another person, it implies consent for you to pick up material on hold for that person or pay that person's fines. It does not allow you to have access to other information in that person's record.