

# **Legislative Library of BC - Personal Information Bank Directory**

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**Personal Information Bank Title:**  
Archives Donor Information and Contact Details

**Branch Responsible:**  
Archives Management – Collection Development and Management

**Description of Personal Information Collected:**  
Name and personal contact information  
Relationship to donor

**Collected Information is About:**  
Former Members of the Legislative Assembly  
Private Citizens

**Purpose for Collection, Use, and Disclosure:**  
To contact donors/their heirs with questions regarding their records.

**Categories of Persons Who Use or Receive the Information:**  
Archivist  
Library Employees

**Privacy Impact Assessment Completed:**  
No

**Personal Information Bank Name:**  
Archives Donation Agreements

**Branch Responsible:**  
Legislative Library – Archivist

**Description of Personal Information Collected:**  
Name and personal contact information  
Relationship to donor

**Collected Information is About:**  
Former Members of the Legislative Assembly  
Private Citizens

**Purpose for Collection, Use, and Disclosure:**  
Required to legally transfer ownership of the records from the donor to the library.

**Categories of Persons Who Use or Receive the Information:**  
Archivist  
Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**  
Borrower Application Forms

**Branch Responsible**

Legislative Library – Circulation

**Description of Personal Information Collected:**

Name and personal contact information  
Occupation

**Collected Information is About:**

BC Government employees  
Caucus and Constituency Office employees  
Legislative Assembly employees  
Library Employees  
Members of the Legislative Assembly  
Press Gallery employees  
Private Citizens  
Statutory Office employees

**Purpose for Collection, Use, and Disclosure:**

To register borrowers

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**  
CyberImpact

**Branch Responsible**

Legislative Library – Technical Services

**Description of Personal Information Collected:**

Name and personal contact information

**Collected Information is About:**

BC Government employees  
Caucus and Constituency Office employees  
Legislative Assembly employees  
Members of the Legislative Assembly

**Purpose for Collection, Use, and Disclosure:**

To provide a newsletter service to library clients.

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No – Planned Autumn 2025

**Personal Information Bank Name:**

Flexible Work Agreements

**Branch Responsible:**

Legislative Library – Administration

**Description of Personal Information Collected:**

Name

Work hours

**Collected Information is About:**

Library employees

**Purpose for Collection, Use, and Disclosure:**

To administer the terms and conditions of flexible work arrangements including scheduling.

**Categories of Persons Who Use or Receive the Information:**

Library Management

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Horizon Integrated Library System, Circulation Module

**Branch Responsible:**

Legislative Library - Technical Services

**Description of Personal Information Collected:**

Name and Personal Contact Information

Vital Statistics Information

Current Borrowing Information

**Collected Information is About:**

BC Government employees

Caucus and Constituency Office employees

Legislative Assembly employees

Members of the Legislative Assembly  
Press Gallery employees  
Private Citizens  
Statutory Office employees

**Purpose for Collection, Use, and Disclosure:**

To administer the borrowing of library materials including holds, overdue items, and delivery of materials.

**Categories of Persons Who Use or Receive the Information:**

Library Employees  
Private Sector Employees (of contracted service providers only)

**Privacy Impact Assessment Completed:**

Yes - 2025

**Personal Information Bank Name:**

Incident Reports

**Branch Responsible:**

Legislative Library - Reference Services

**Description of Personal Information Collected:**

Name and personal contact information  
Incident details

**Collected Information is About:**

Private Citizens

**Purpose for Collection, Use, and Disclosure:**

To document concerning or nuisance telephone calls or incidents relating to the safety and security of library staff.

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Interlibrary Loan Requests

**Branch Responsible:**

Legislative Library – Circulation Services

**Description of Personal Information Collected:**

Name and title requested

**Collected Information is About:**

BC Government employees  
Caucus and Constituency Office employees  
Legislative Assembly employees  
Member of the Legislative Assembly

**Purpose for Collection, Use, and Disclosure:**

To track borrowing from and loaning materials from other library systems on behalf of library clients.

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Orders of the Day Members' List

**Branch Responsible:**

Legislative Library – Administration

**Description of Personal Information Collected:**

Name and personal contact information

**Collected Information is About:**

Former MLAs

**Purpose for Collection, Use, and Disclosure:**

To provide newsletter service to former MLAs.

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Staff Information List

**Branch Responsible:**

Legislative Library - Administration

**Description of Personal Information Collected:**

Name and contact information

**Collected Information is About:**

Library Employees

**Purpose for Collection, Use, and Disclosure:**

To contact staff in case of emergencies.

**Categories of Persons Who Use or Receive the Information:**

Library Management

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Legacy Staff Contact Information

**Branch Responsible:**

Administration – Staff Social

**Description of Personal Information Collected:**

Name and contact information

Name of Family Members

**Collected Information is About:**

Former library Employees

**Purpose for Collection, Use, and Disclosure:**

To contact former staff to for library events and socials.

**Categories of Persons Who Use or Receive the Information:**

Library Employees

**Privacy Impact Assessment Completed:**

No

**Personal Information Bank Name:**

Work From Home Agreements

**Branch Responsible:**

Legislative Library - Administration

**Description of Personal Information Collected:**

Name and Personal Contact Information

Work schedule

**Collected Information is About:**

Library employees

**Purpose for Collection, Use, and Disclosure:**

To administer the terms and conditions of remote work arrangements including scheduling.

**Categories of Persons Who Use or Receive the Information:**

Library Management

**Privacy Impact Assessment Completed:**

No