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:
Collection Damage Immediate Response Quick Reference Guide

Branch Responsible:
Preservation – Emergency Response and Mitigation - Immediate Response Kits

Description of Personal Information Collected:
Name and contact information

Collected Information is About:
Library Director and Preservation Librarian

Purpose for Collection, Use, and Disclosure:
To contact either in the case of a collection damage event/emergency.

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:
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:
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
Legislative Library – Emergency Response and Mitigation

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 (including collection damage response).

Categories of Persons Who Use or Receive the Information:
Library Management
Librarian responsible for collection damage response

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