

Legislative Library of BC - Personal Information Bank Directory

Last Updated: December 2025

Contents

Archives Donor Information and Contact Details	2
Archives Donation Agreements	2
Borrower Application Forms	3
CyberImpact	3
Flexible Work Agreements	4
Horizon Integrated Library System, Circulation Module.....	4
Incident Reports	5
Interlibrary Loan Requests	5
Orders of the Day Members' List.....	6
Staff Information List.....	6
Legacy Staff Contact Information	7
Work From Home Agreements	7

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