

# State Library of Western Australia

## PRIVACY POLICY

### 1. Purpose

To define the State Library policy for the management and safeguarding of personal information.

### 2. Scope

The policy applies to all personal information collected from individuals by the Library for the purpose of undertaking library activities.

Personal information of Department of Local Government, Sport and Cultural Industries employees falls outside the scope of this policy.

**Definition:** Personal information is information about an individual, whose identity is apparent or can be reasonably ascertained from the information.

### 3. Context

As part of its need to provide services to clients and to enhance the safety and security of staff, library clients and property, the Library may obtain personal information.

This information comes from a number of sources including:

- Client registration information required to access library services;
- Donor information;
- Commercial transactions such as venue hire and photographic purchases;
- CCTV for security monitoring purposes within the State Library building;
- Computer logs which record data on clients who access a State Library website such as the Internet Provider (IP) address of the client and the URLs requested;
- Computer logs which record data on clients who access websites from a SLWA public computer such as the URLs requested; and
- Business communications with clients via letter, email and other means.

### 4. Policy Statement

***It is the policy of the Library Board of Western Australia that:***

***The State Library will act with the utmost probity in its use of personal information. The State Library will not make use of personal information except for the purpose it was collected, or for a purpose that would be reasonably expected in carrying out the State Library's activities.***

***The State Library will not intrude to an unreasonable extent on the personal affairs of an individual while collecting such information.***

***The State Library will not disclose personal information to another organisation or individual unless required to do so by law.***

**5. Responsibility for this document**

Manager Client Services and Director Strategic and Corporate Services

**6. References**

- Membership Policy
- Ombudsman Western Australia “Guidelines for the Management of Personal Information” see:

<http://www.ombudsman.wa.gov.au/Publications/Documents/guidelines/Binder-Management-of-personal-information.pdf>

**7. Authorisation and Review**

Approved	This replaces the Personal Information Policy approved by the Library Board December 2010
Approved	Library Board 7 December 2017
Review date	One year after Board approval
Reviewed	XTeam October 2019
Approved	Library Board 7 November 2019
CIU File	10/335