

## **Mapleton Library and Community Centre**

This policy describes how the Mapleton Library and Community Centre manages personal information.

This policy applies to all volunteers, members and community members.

### **Policy**

Protecting personal information is essential to the Mapleton Library and Community Centre, and it is committed to respecting the right to privacy and security of such information.

### **What personal information do we collect?**

Personal information is information collected includes:

- name
- address
- email
- telephone number
- date of birth – only for those under 12 years

### **Disclosure or personal information to third parties**

Contact details are not to be disclosed to any person without the agreement of the person in question.

### **Storage, creation, retention, and deletion of personal information**

The Library Centre stores information in the software programme Koha. Only active volunteers can access this information when data is added to our membership database.

Security of contact information is essential to the Library Centre. We include strict confidentiality requirements by our management committee.