



Missouri Evergreen Policy on Personally Identifiable Information (PII)

Approved and adopted 12/01/2022

PII Policy for Missouri Evergreen

"In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf." (*Privacy: An Interpretation of the Library Bill of Rights*, American Library Association).

In order to track usage of library materials and equipment, process requests, and provide essential library services, some personally identifiable information (PII) is collected from library users and stored securely. Unless required by law, this information will not be provided to any other person or organization except the owning patron of the account. To further ensure patron privacy, Missouri Evergreen Consortium prohibits the entry and retention of certain types of PII, including Social Security Number, Driver's License Number, Student Number, Passport Number, or other State-issued Identification Numbers within the shared database of the Consortium. All Missouri Evergreen patron accounts will be reviewed regularly, and any information of these types found in the database will be expunged.

Missouri Evergreen's policy for personally identifiable information (PII) is to (a) minimize its collection; (b) secure and protect any personally identifiable information that is collected or retained; (c) delete or anonymize it when not necessary for library business; (d) prohibit its use for commercial purposes; and (e) advocate for similar protections by vendors and partners.

Adopted by Missouri Evergreen: December 1, 2022