

## **ZION-BENTON PUBLIC LIBRARY PERSONAL INFORMATION PROTECTION POLICY**

The library will take all measures reasonably necessary to comply with the Identity Protection Act (5 ILCS 179/1) in order to protect the security, confidentiality, and integrity of personal information of employees and patrons.

“Personal information” means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

- Social security number.
- Driver's license number or state identification card number.
- Account or credit card number in combination with a security code, access code, or password that would permit access to an individual's financial account.

The library will not publicly post or display in any manner an individual's personal information.

The library will not print personal information on any card required to access library services or products.

The library will not require an individual to transmit personal information over the internet unless the connection is secure or encrypted.

The library will not collect, use, or disclose employee personal information unless required to do so by law.

The library will document the need and purpose for the information. The information must be relevant to the documented need and purpose.

Adopted 11/23/10