

## **Patron Privacy Policy**

Minnesota Statute 13.04 provides that individuals on whom data is stored by a government entity have the right to know what data is stored, how the data will be used, and what happens if the individual refuses to provide it.

Minnesota Statute 13.40 provides that patron records are private and that information linking a patron to materials requested or borrowed or with a subject about which the patron has requested information may not be disclosed without a court order except for library purposes.

Card applications will be kept by the library that accepts them, either in print or electronic format, until the patron record is deleted from the ILS. Libraries will keep the applications in a secure location or on a secure server if they are stored online.

Plum Creek Library System will delete records for patrons whose records in the ILS have been expired for at least three years. The records will be deleted at least once per year and a list of the deleted records will be sent to the library that entered the record so that the applications may be removed from storage and destroyed. Libraries will destroy the applications within 60 days of receipt of the list of deleted patron records.

**Approved by Advisory Council - October 2, 2019**  
**Approved by Governing board – October 16, 2019**