LFP DATA PRIVACY BEST PRACTICES QUICK REFERENCE

- ⚡ **privacy policy** the library should make an updated privacy policy available

- ⚡ **informed consent** patrons should be informed before data is collected

- ⚡ **personally identifiable information (PII)** PII is data that can identify someone

- ⚡ **data collection** nearly all data is sensitive; only collect what is absolutely necessary

- ⚡ **3rd party vendors** the library should make clear what might be collected by vendors

- ⚡ **data storage** data should be stored using strong encryption

- ⚡ **data deletion** data should be deleted on a regular schedule

- ⚡ **access** patron data access should be limited to those who need it

- ⚡ **law enforcement requests** police must have a signed warrant to receive patron data

- ⚡ **education** libraries should help their patrons understand data and privacy issues

🏠 libraryfreedom.org   ✉ info@libraryfreedom.org