

PRIVACY 101: DATA MINIMIZATION



WHAT IS DATA MINIMIZATION?

Data minimization is an approach to privacy that supports limiting data collection to reduce potential harm. Data minimization principles can help when making decisions about data collection, storage, and use.

PRINCIPLES OF DATA MINIMIZATION

Purpose: The reason the data is being collected.

Relevance: The relevance of the data to the stated purpose.

Necessity: The necessity of the data to fulfill the stated purpose.

Proportionality: The data collected should be proportionate to the stated purpose

Storage limitation: The data should be kept for no longer than is necessary for the stated purpose.

MORE QUESTIONS TO ASK

- How could this data be misused in the wrong hands?
 - Eg., if the library experiences a data breach or ransomware attack.
- Is this data stored securely using strong encryption?
- Who has access to this data while it is stored?
- What personally identifying information (PII) is contained in this data?

LFP thanks our sponsors for making our privacy resources possible.



libraryfreedom.org info@libraryfreedom.org

PRIVACY 101: DATA MINIMIZATION



WHAT IS DATA MINIMIZATION?

Data minimization is an approach to privacy that supports limiting data collection to reduce potential harm. Data minimization principles can help when making decisions about data collection, storage, and use.

PRINCIPLES OF DATA MINIMIZATION

Purpose: The reason the data is being collected.

Relevance: The relevance of the data to the stated purpose.

Necessity: The necessity of the data to fulfill the stated purpose.

Proportionality: The data collected should be proportionate to the stated purpose

Storage limitation: The data should be kept for no longer than is necessary for the stated purpose.

MORE QUESTIONS TO ASK

- How could this data be misused in the wrong hands?
 - Eg., if the library experiences a data breach or ransomware attack.
- Is this data stored securely using strong encryption?
- Who has access to this data while it is stored?
- What personally identifying information (PII) is contained in this data?

LFP thanks our sponsors for making our privacy resources possible.



libraryfreedom.org info@libraryfreedom.org

PRIVACY 101: DATA MINIMIZATION



WHAT IS DATA MINIMIZATION?

Data minimization is an approach to privacy that supports limiting data collection to reduce potential harm. Data minimization principles can help when making decisions about data collection, storage, and use.

PRINCIPLES OF DATA MINIMIZATION

Purpose: The reason the data is being collected.

Relevance: The relevance of the data to the stated purpose.

Necessity: The necessity of the data to fulfill the stated purpose.

Proportionality: The data collected should be proportionate to the stated purpose

Storage limitation: The data should be kept for no longer than is necessary for the stated purpose.

MORE QUESTIONS TO ASK

- How could this data be misused in the wrong hands?
 - Eg., if the library experiences a data breach or ransomware attack.
- Is this data stored securely using strong encryption?
- Who has access to this data while it is stored?
- What personally identifying information (PII) is contained in this data?

LFP thanks our sponsors for making our privacy resources possible.



libraryfreedom.org info@libraryfreedom.org

PRIVACY 101: DATA MINIMIZATION



WHAT IS DATA MINIMIZATION?

Data minimization is an approach to privacy that supports limiting data collection to reduce potential harm. Data minimization principles can help when making decisions about data collection, storage, and use.

PRINCIPLES OF DATA MINIMIZATION

Purpose: The reason the data is being collected.

Relevance: The relevance of the data to the stated purpose.

Necessity: The necessity of the data to fulfill the stated purpose.

Proportionality: The data collected should be proportionate to the stated purpose

Storage limitation: The data should be kept for no longer than is necessary for the stated purpose.

MORE QUESTIONS TO ASK

- How could this data be misused in the wrong hands?
 - Eg., if the library experiences a data breach or ransomware attack.
- Is this data stored securely using strong encryption?
- Who has access to this data while it is stored?
- What personally identifying information (PII) is contained in this data?

LFP thanks our sponsors for making our privacy resources possible.



libraryfreedom.org info@libraryfreedom.org