

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