

PRIVACY NOTICE

UWINNIPEG LIBRARY

ABOUT THIS NOTICE

This notice provides important information about the collection, use, and disclosure (collectively, “processing”) of your personal information by the UWinnipeg Library. It is relevant to patrons and visitors to the Library’s website. If anything in this notice is unclear or you have questions, please contact Sam Popowich at s.popowich@uwinnipeg.ca. You may also [contact the University’s Information and Privacy Office](#).

WHAT IS PERSONAL INFORMATION?

Personal information means any recorded information which relates to you as an identifiable individual. It also includes information which does not identify you explicitly but, when combined with other information reasonably available, may allow you to be identified. Information which cannot be used to identify you, including information where your identity has been removed, is not considered personal information for the purpose of this notice.

WHO IS RESPONSIBLE FOR MY PERSONAL INFORMATION?

The Library is responsible for the processing of personal information relating to patrons and website visitors. We are the “controller” of this information. We engage the assistance of third parties to carry out certain tasks that involve the processing of your personal information. These third parties are known as “data processors”. We will seek to inform you, whether through this notice or through additional, specific notices, of our use of data processors.

HOW DO YOU PROCESS MY PERSONAL INFORMATION?

How your personal information is processed, including where it is stored and for how long, will vary based on your engagement with the Library and its services. Examples of common processing activities are detailed below.

Regular Library Patrons (including UWinnipeg students and employees)

To populate student accounts in our patron database, the Library receives an automatic import of the following information from UWinnipeg’s student information:

- Student type and ID #
- Active directory ID #
- First and last name
- Chosen first, last, and middle name (if applicable)
- UWinnipeg email address
- Preferred email address (if applicable)
- Mailing address

- Phone number

To populate employee accounts, the Library manually enters the following information into the patron database.

- Employee ID #
- Active directory ID #
- First and last name
- UWinnipeg email address

Once your account is populated and a barcode created by Student Central, the patron database creates a record of the items you check out/return and any fees owing/paid.

Data processor: OCLC

Data processor privacy statement: <https://policies.oclc.org/en/privacy/privacy-statement.html>

Storage location: OCLC Canadian data centre

Retention period: 18 months

We also retain historical data from previous patron databases on a local server. The types of personal information retained and the purposes of processing are similar to the current OCLC-powered database.

Visiting Library Patrons

To provide services to non-campus patrons, the Library collects:

- First and last name
 - Email address
 - Mailing address
 - Phone number
- And may collect:
- Age

This information is used to create a record in the library system to allow you to access selected library services and, if applicable, keep track of the items you check out/return and any fees owing/paid.

Data processor: Springshare/OCLC Data processor privacy statement: [Springshare Privacy Policy](#), [OCLC, INC. PRIVACY STATEMENT](#)

Storage location: Springshare Canadian data centre, OCLC Canadian data centre

Local copy Retention period: 1 month (Springshare); 18 months (OCLC).

Interlibrary Loan Users

To provide interlibrary loan services, the Library collects:

- First and last name
- UWinnipeg email
- Patron type (undergraduate, graduate, faculty, or staff)

- Patron barcode

This information is used to create a record of the items you loan/return and any fees owing/paid.

Data processor: N/A

Data processor privacy statement: N/A

Storage location: Local server

Retention period: 5 years

Chat Reference Users

If you engage with the Library using the online chat feature, the following information is collected:

- Internet protocol address
- Browser information
- Name (optional)
- Email address (optional)

This information is used to provide the chat services and create transcripts for service assessment and training.

Data processor: Springshare

Data processor privacy statement: <https://springshare.com/privacy.html>

Storage location: Springshare Canadian data centre; transcripts stored as local copies

Retention period: 2 years

Remote Locker Users

If you use the Library's remote locker service, your patron barcode is collected and used to provide access to the locker.

Data processor: Bibliotheca

Data processor privacy statement: <https://www.bibliotheca.com/privacy-policy/>

Storage location: Bibliotheca US data centre

Retention period: 6 years

Proxy Users

If you use the Library proxy server to connect with subscription resources from off-campus, your active directory username and internet protocol address are processed to verify your credentials. A record of the items you access via the proxy server is created.

Data processor: OCLC

Data processor privacy statement: <https://policies.oclc.org/en/privacy/privacy-statement.html>

Storage location: OCLC Canadian data centre
Retention period: 6 months

WinnSpace Users

When you submit a scholarly work to UWinnipeg's institutional repository, WinnSpace, the following information is collected:

- First and last name
- Email address
- Phone number (optional)

Any personal information associated with or embedded into the scholarly work will also be processed as shown below.

Data processor: N/A
Data processor privacy statement: N/A
Storage location: Local server
Retention period: Permanent

Borealis Users

When you log into UWinnipeg's research data repository, Borealis, the following information is collected to authenticate your credentials:

- First and last name
- Email address
- Institutional affiliation

Any personal information associated with or embedded into the data will be processed as shown below.

Data processor: Borealis
Data processor privacy statement: <https://borealisdata.ca/privacy/>
Storage location: Borealis Canadian data centre
Retention period: Permanent

WILL YOU SHARE MY PERSONAL INFORMATION OUTSIDE OF THE LIBRARY?

All personal information held by the Library is subject to the University's Privacy Policy and applicable privacy legislation, such as Manitoba's Freedom of Information and Protection of Privacy Act ("FIPPA"). These place strict controls on the sharing of your personal information. Other than with the data processors listed above, we do not routinely share your personal information outside of the Library. In the event of a security incident, we may share your personal information with the University's Security Services office or local law enforcement. If you do not pay your fines, the Library may share your personal information with collection

agencies. We may also share your personal information to investigate and enforce University policies and for [purposes permitted under FIPPA](#).

WHAT ARE MY PRIVACY RIGHTS?

Subject to certain limitations, you have the right to request access to your personal information and request correction of your personal information if you believe there is an error or omission. To exercise these rights, please contact Sam Popowich at s.popowich@uwinnipeg.ca or the [University's Information and Privacy Office](#). Your personal information is collected under the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act.

ARE CHANGES MADE TO THIS NOTICE?

This notice will be updated as required. It was last updated on February 28, 2023.