

Data Collection Notice

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Notice of Collection

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990) ("FIPPA"). Questions regarding the collection or use of this personal information should be directed to the University Librarian, Room 203, Mills Memorial Library, McMaster University.

Privacy of Circulation Records

The Library holds all circulation records in confidence. Except in accordance with FIPPA or other applicable legislation, an order of a court, tribunal, or commission, or with an individual's written consent, staff will not release information on the specific titles or the subject(s) of those titles a patron has borrowed to any third-party, or link a borrower's name or other revealing identification with an item out on loan. This includes not providing such information to other borrowers, faculty, police or campus security, or credit or collection agencies. This policy covers all current and historical circulation records and interlibrary loan transactions. User records and circulation data are stored with a third-party service provider in a secure data centre. All Library transactions are transmitted over a secure connection and circulation data (items checked out) are purged 31 days after the items are checked in at the Library.

Users who choose to take advantage of additional features of their Library account should note that data retention may be different:

- **Reading History:** Users who opt-in to the reading history function will have data on their borrowed and returned items associated with their Library account until they opt-out. This data is available only to the user through their account and is not accessible by Library staff.
- **Preferred Searches:** Users who create preferred searches will see those search terms retained in their Library account until deleted by the user. Users who choose to have preferred search results e-mailed to them as new items are added to the library catalogue consent to the use of the e-mail address in their Library account for this purpose. Users may cancel the sending of these e-mail notifications at any time from their Library account. Library staff do not have access to preferred searches saved in a user's account.

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