EXERCISE

Complete the Privacy Checklist Overview. As you complete the checklist, ask yourself, "Is our library already doing this?" or, "Is our library doing this, but it needs work?" or if you're not doing it all, "What does our library need to do in order to complete this checklist item and who's going to do it?".

PRIVACY CHECKLIST OVERVIEW	STATUS	STAFF ASSIGNED	DUE DATE	NOTES
Create a privacy policy that addresses the collection of user information. For guidance see the Privacy Policies Field Guide.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Destroy all paper records with user data that no longer have a business need, such as computer sign-in sheets. Keep any future records in a secure location.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Ensure all existing security certificates for HTTPS/SSL are valid and create a procedure for revalidating them annually.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Decide who in the library will handle requests for personally identifiable information of users from law enforcement officials and other third parties.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Ensure there is a formal process in place to address breaches of user data directly under library control or maintained by third parties. The library should notify affected users when they become aware of a breach.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Purge search history records regularly, ideally when the individual computer session ends.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Purge circulation and interlibrary loan records when they are no longer needed for library operations. Any user data that is kept for analysis should be anonymized or de-identified and have access restricted to authorized staff.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			
Complete the additional privacy checklists found on the ALA website.	☐ NOT STARTED ☐ IN PROGRESS ☐ NEEDS WORK ☐ COMPLETED			