

Guideline Title:	Storage and Use of Student Information Guidelines
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1. Guideline Statement

The University of Niagara Falls (UNF) Library collects and retains student information for operational purposes. This information is obtained from the Registrar's Office or from the individuals.

2. Purpose and Scope

The purpose of these guidelines is to guide the collection and retention of student information. These guidelines apply to any information about students used or stored by the library for any purpose.

3. Data Collection

The Library collects the following information on students for operational purposes:

- First name
- Last Name
- Email Address

This information may be received as batch import from the Registrar's Office at the beginning of each term. Alternatively, the same information may be provided by the students to staff at the Library service desk. Students may also choose to provide a phone number; however this is optional and not required for standard Library communications.

The Library collects the following data to guide future operations:

- Reference interactions, including the type and the time and duration of the interaction
- Circulation transactions, including the item type and time of the transaction
- Circulation history
- Hourly traffic statistics

4. Data Security

The Library stores student information in the following systems:

- Folio
- OpenAthens

These systems require authentication to access. Only authorized Library staff have access. Library staff receives data security training as part of the standard UNF onboarding.

All Library systems are subject to the UNF Data Security Protocols. Non information will be disclosed to any individual for any reason.

5. Data Retention

Student accounts will be kept active for the duration of their studies at UNF. Accounts and the information therein will be retained for 2 years following their last active term. After 2 years inactive, students accounts and the information therein will be deleted from all Library systems. Returning students will be required to open a new account. Accounts will not be maintained for alumni.

The Circulation history of students is stored within the students' accounts and will therefore be deleted with the account.

Data related to circulation transactions does not contain any student information and will be retained indefinitely.

Data related to reference interactions does not contain any student information and will be retained indefinitely.

Data related to hourly traffic statistics does not contain any student information and will be retained indefinitely.

6. Access and Disclosure

Student information stored in any Library system is only accessible to authorized Library staff. Information will not be disclosed to any individual for any reason.

7. Revision Process

This Storage and Use of Student Information Guidelines will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.