

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

DATA DISPOSAL POLICY

The Garfield County Public Library District (District) requires that certain documents be disposed of in a safe and secure manner. This is true whether the document is in paper or electronic form. These documents include:

- All documents containing Social Security numbers; personal identification numbers, passport numbers; biometric data (e.g., fingerprints); an employer, student, or military identification number; or a financial transaction device (e.g., cancelled check, credit or debit card number).
- All consumer reports or documents derived from consumer reports. A consumer report is the report generated by a background screening service that bears upon the customer, applicant, or employee's credit, character, general reputation, personal characteristics, or mode of living. Examples include credit reports, motor vehicle records checks, and criminal background screens when obtained through a background screening service.
- All documents that have any personal information.

Documents described above must not be disposed of in ordinary trash or recycling receptacles. If in paper form, the documents must be shredded.

If in electronic form, the documents must be rendered unreadable, indecipherable, and unrecoverable. Contact the Executive Director or his or her designee for proper disposal of electronic documents. When uncertain if a document falls under this disposal policy assume that it does.

Any third party vendor handling District patron or employee personal data must also comply with these secure disposal requirements.