Personally Identifiable Information (PII) Protection Agreement for Library Staff Members Accessing Advanced Reports in BLUEcloud Analytics

Last updated: March 21, 2024

RSA Staff and RSA Member Library Staff are obligated to protect users' Personally Identifiable Information (PII) as a part of our professional ethics, in addition to our obligations under state and federal laws. BLUEcloud Analytics (BCA) is a powerful statistical analysis tool with a large amount of patron data including circulation activity and sensitive personal information. While PII is available via WorkFlows on a patron-by-patron basis, BCA allows extraction PII data for large numbers of patrons in any library and requires additional security measures and reporting procedures.

This agreement lists some of the responsibilities you accept as part of your access to advanced reports containing PII. Your library also has a signed agreement on file with RSA spelling out some of the library's responsibilities for data protection and reporting requirements for staffing changes.

To access advanced BCA reports containing PII, individual staff members must attend advanced training and sign an individual PII agreement. Most libraries only need one person with this level of access. Standard, non-PII reports are available to all BCA users. All BCA training sessions prior to 1 Nov 2019 included advanced training.

I agree that:
- I will protect the security of BLUEcloud Analytics accounts, including not saving passwords to shared password files or in non-password protected browser password tools.
- I will not share accounts or passwords with any other library staff.
- I will avoid exporting or printing out unnecessary patron information and safeguard any data exported via files, emails, or printouts.
- I will only use this information for library purposes. Accessing this information for non-library usage is prohibited.

Please notify RSA when you end your employment in this library. If you are moving to a new RSA library employer, we can transfer your account to that library. If you are leaving the employment of an RSA library, we will deactivate and delete your account.

Failure to do any of the above may result in advanced access being revoked for all staff members at your library.

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Signature Page

_____ _____
Signature   Printed Name

_____ _____
Library   Date