UH Libraries Patron Data Privacy Policy

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In alignment with [UH Executive Policy 2.215: Institutional Data Governance and UH Executive Policy 2.216: Institutional Records Management](#), the UH Libraries are committed to the responsible management of patron data.

To minimize the risk of unauthorized access and to protect the privacy and confidentiality of patron information, UH Alma patron records that are not required for the operation of the UH libraries will be anonymized or purged as soon as their operational purpose is served.

To protect the confidentiality of patron data, and because the collection and maintenance of such records beyond their essential operational use is not within the UH educational mission, the UH Libraries Systems Office will purge expired Alma patron records once each spring and fall term.

A. Circulation Transactions

The Alma patron record provides the contact information, status, and affiliation of a patron with UH libraries. All patron records include only items currently checked out to the patron, not items previously borrowed and returned. Circulation transactions have links to a patron's identity.

- For items returned on time, these transactions will be purged from the patron record within one year.

- For items not returned when due, the patron information (including item loan history) is retained until the item is returned and all outstanding fines or fees are paid in full.

B. External Patron Account Lifecycle

External patron accounts (e.g., UH Faculty, Staff, and Student) will be deleted from Alma one year after the record expires, so long as all items are returned and any outstanding fines and fees are paid. An expired account with overdue items or unpaid fines or fees will not be deleted.

- External patron accounts are created and maintained by an automated patron load from the UH SIS system of record.

C. Internal Patron Account Lifecycle

Internal patron accounts (e.g., Community Patron, RCUH, and Emeritus Faculty) will be deleted from Alma one year after the record expires, all items are returned, and any outstanding charges are paid. An expired account with overdue items or outstanding fines or fees will not be deleted.

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- Internal account types are created and maintained by library staff.

- Upon creation, internal accounts are set to expire after 365 days. These account expiration dates should be extended annually for individuals who continue to receive library services from a UH institution.

D. Account Role Management

- The UH Library Systems Office will work with UH ITS to track UH employee separation dates and delete staff roles as needed. All Alma staff roles will be immediately removed from expired accounts.

This policy, adopted by the UH Libraries on September 13, 2024, was modeled on [VCCS's policy](#).