This privacy notice discloses the privacy practices for www.stchlibraryfoundation.org. This privacy notice applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.
5. How policy changes will be communicated.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. The following information is collected:

- Name
- Address
- Phone
- Email

We will use your information to respond to you, regarding the reason you contacted us. Unless you ask us not to, we may contact you via email in the future to tell you about programs, events or changes to this privacy policy.

Library Foundation contact information may be shared with the St. Charles City-County Library District and the Friends of the St. Charles City-County Library District or with a contracted vendor for specific correspondence or survey purposes upon a majority affirmative vote of the Library Districts' Board of Trustees. The board will vote each time a contact list is requested. Library Foundation contact information will not be shared with any other organization.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.

- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security
We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.
Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. We DO NOT store credit card numbers, only the last 4 digits, expiration date and type of card.

Changes to this Policy
We may make changes to this privacy notice from time to time. You may check back on this page at any time to see our current policy.

- **If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at <u>636-441-2300 ext 1582</u> or <u>via email foundation@stchlibrary.org</u>.**

Donations/Event Tickets
We request information from you on our donation form. To donate to us or to purchase event tickets from us, you must provide contact information (like name and address) and financial information (like credit card number, expiration date). This information is used for billing purposes. If we have trouble processing an order, we'll use this information to contact you.

Links
This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.