



Privacy Policy

Introduction

South Central Regional Library Council (SCRLC) understands your desire for privacy, recognizing that you trust us with your personal and financial information. We have created this Privacy Policy to demonstrate our firm commitment to your privacy and to describe our privacy practices and principles. It is your guide to how we handle your personal data and information that we learn about you from your visit to and use of our website.

SCRLC makes every effort to implement measures to secure sensitive data provided by our members through business, website, and in-person transactions. SCRLC requires information only that it truly needs in order to conduct business and provide programs and services to our members.

Types of Personal and Professional information Collected

Information about your use of SCRLC's programs and services, which may include your use of scrlc.org, scrlc-l, and any other means we use to conduct the business of our organization. This may include but is not limited to the collection of statistics, survey results, workshop registrations, payments of SCRLC services, and grant applications.

SCRLC may use your personal information to:

- Administer the website
- Publish your name and/or contact information in reference to SCRLC membership, committee membership, or grants received
- Send you statements and invoices
- Collect payments from you
- Send you communications including learning opportunities and surveys

Credit Card information

SCRLC does not retain any credit card information that you may provide via our secure registration or donation systems—neither electronically or in print format.

Registration System

If you complete a MyCE account to expedite registering for SCRLC events and tracking all of your CE activity (i.e. SCRLC and non-SCRLC classes), your name, contact information, special needs, and classes attended will be retained on the secure server. Credit card information is never retained electronically or in print format on any of our servers, computers, or websites. Neither do we use your stored contact information to send you communications of any nature. SCRLC takes reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal and professional information.

Analytics

We collect and periodically analyze the following information for assessment and management purposes:

Address from which you visited our site
The name of the domain from which you access the Internet (aol, edu, etc.)
Country/state/province
Date and time of access
Which pages are visited
MyCe use, particularly the overall number of people registered

Evaluating this information periodically helps us to make our website more useful to our members and visitors.

Donations

SCRLC is very appreciative of all donations received. Your name and contact information will be retained for us to send an acknowledgement of your donation. Amounts may also be tracked in a data set for planning purposes. As indicated, credit card information is never retained in any format print or electronic. We do not use your stored contact information to send you communications of any nature.

IRS W-9 Forms

As per IRS protocol, SCRLC is required to maintain a file of W9 forms for all people and entities that are paid via SCRLC operating funds, program funds, or through grants. The W-9 forms are received by SCRLC as email attachments or as paper copies. All W-9 forms are stored electronically on one password-protected computer. All other instances, i.e., email attachments, scans, paper copies, etc. are destroyed by permanent deletion or shredding.

Use of Links

Throughout our Web pages, we provide links to other websites, vendors, etc. that may contain information of interest to our visitors and members. We do not have responsibility for or control over the organizations, viewpoints, privacy practices, policies, or accuracy of the information contained on those sites.

You do not need permission to create a text link from your website to ours.

Use of Text and Images

If you would like to publish information that you find on our website, send a request to scrlc@scrlc.org. Where text or images are posted on our website with permission of the copyright holder, a copyright statement is included. Also contact us for information regarding use of our logo and images.

Cookie Policy

When you visit this website, SCRLC downloads and stores cookies locally on your device. Cookies help us to learn about how our visitors use this website and can assist us in improving the browsing experience.

Disclosure

SCRLC does not disclose your personal information to any vendors or subcontractors unless you have agreed for us to do so. As indicated, SCRLC takes reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal and professional information.

Email/Distribution Lists

We do not share your personal information including your email address with outside or third party entities.

Emailing Us

You may decide to send us personally identifying information, for example, in an email message or by the web form. We use this personally identifying information to respond to your requests or to forward your email to another staff member better qualified to help you. We may use your email to contact you in the future regarding SCRLC programs that might be of interest. To be clear, it is not our practice to add you to any of our mailing lists unless you request us to do so, in which case we would send you an invitation. We do not obtain personally identifying information about you when you visit our website unless you choose to provide us such information.

Retention Period

We will retain your personal information for the period necessary to fulfill the purposes.

Sharing Your Personal Information with Third Party Entities

Except as might be required by law, we do not share any of your personal information with third party entities. To the extent permitted by law, in the event that this Privacy Policy conflicts with the terms of any services agreement or other agreement you have with us, the terms of such services agreement or other agreement shall control. This site is operated from the United States. Your use of this website constitutes your agreement to have your information processed in the United States in accordance with this policy and US Law.

Updating this Privacy Policy

SCRLC may update this policy at any time and make it available on our website. Any Privacy Policy changes will be posted on this page.

Contacting Us

If you have questions regarding this privacy statement or SCRLC's practices associated with this website, you may contact us at scrlc@scrlc.org.

Approved by the Board of Trustees, September 22, 2017