



Privacy Policy

Introduction

South Central Regional Library Council (SCRLC) understands your desire for privacy, recognizing that you trust us with your personal information, and SCRLC's obligation under the law to protect the privacy and security of same.

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 collect, maintain, secure, and dispose of your personal data and information that we learn about you from your visit to and use of our website, social media, and other electronic means of communication.

Definitions

As used in this policy, the following terms shall have the following meanings:

1. Consistent with the New York SHIELD Act:

(a) "Personal Information" shall mean any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify such natural person;

(b) "Private Information" shall mean either:

(i) Personal Information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted, or is encrypted with an encryption key that has also been accessed or acquired:

(1) social security number;

(2) driver's license number or non-driver identification card number;

(3) account number, credit or debit card number, in combination with any required security code, access code, password or other information that would permit access to an individual's financial account;

(4) account number, credit or debit card number, if circumstances exist wherein such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or

(5) biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as a fingerprint, voice print, retina or iris image,

or other unique physical representation or digital representation of biometric data which are used to authenticate or ascertain the individual's identity;

OR

(ii) a user name or e-mail address in combination with a password or security question and answer that would permit access to an online account.

"Private information" does not include publicly available information which is lawfully made available to the general public from federal, state, or local government records.

2. Consistent with the European Union's General Data Protection Regulation ("GDPR"):

(a) "Personal Data" means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

3. Because "Personal Data" is included in both Personal Information and Private Information, it shall be the term used throughout this Policy unless compliance requires greater specificity.

Collection of Personal Data

It is SCRLC's practice to only require Personal Data that it truly needs in order to conduct business and provide programs and services to our members.

Types of Personal Data 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 Data to:

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

Credit Card information

SCRLC may use your Personal Data (your name, together with a credit card number) to process a transaction, but does not retain any credit card information that you may provide via our secure registration or donation systems—neither electronically nor in print format.

Every third-party processor used by SCRLC to process such payments is PCI and SHIELD Act-compliant.

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), the following Personal Data may be collected: your name, contact information, special needs, and classes attended will be retained on the secure server.

SCRLC will not use your stored contact information to send you communications of any other nature.

Analytics

We collect and may 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
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 acknowledgment 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. Aside from donation acknowledgement or follow-up, 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 W-9 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 not stored electronically. Paper copies are stored in a secured file cabinet. All other instances are destroyed by permanent deletion.

Cookie Policy

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

Communication Platforms

When using a communication or streaming platform (such as Zoom, Microsoft Teams, Facebook Live, Twitch, etc.), the Council will 1) disclose when the session will be recorded; 2) condition attendance on participants not recording without permission; and 3) only use platforms whose terms of use and practices create a high level of trust that sessions will be consistent with the privacy and security standards of this policy. This includes, but is not limited to, procedures for security of personal information and assurance that the platform does not make, retain, or use recordings without permission.

NOTE: Any person who needs to record or otherwise modify their interface with a communication platform used by the Council for purposes of disability accommodation may make a request by contacting the Council, and such request will be promptly evaluated per the Council's ADA policy.

Emailing Us

You may decide to send us Personal Information or Private Information, for example, in an email message or by the web form. We may use this 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.

Electronic Data Security

SCRLC takes reasonable technical and organizational precautions to prevent the loss, unauthorized access to, misuse, or alteration of your Personal Data.

In the Event of Data Breach

In the event of a data breach that allows unauthorized access to your Private Information, SCRLC will send the required notifications to all impacted individuals.

SCRLC ensures all vendors and contractors who store, process, or have access to the Private Information you have supplied to SCRLC are SHIELD-Act compliant, and will coordinate the same notification in the event of a data breach.

No Third-Party Disclosure without Informed Consent

SCRLC does not disclose your Personal Data to any vendors or subcontractors unless you have agreed for us to do so, or if SCRLC is compelled by court order or duly executed subpoena.

Choice of Law

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.

Retention Period

We will retain your Personal Data for the period necessary to fulfill the purposes for which it was acquired, or as required by 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

Approved by the Board of Trustees, March 14, 2025