



## CHESTER COUNTY LIBRARY SYSTEM PRIVACY POLICY

### **Policy**

The Chester County Library System (CCLS) is committed to protecting the privacy of visitors to its web sites. We ask visitors to our sites to provide their e-mail address, postal address and/or telephone number only when needed to assist in answering inquiries, providing information, participating in a contest or shipping requested materials and products. The following discloses our information gathering and dissemination practices.

### **Sharing of Information**

In accordance with the CCLS Confidentiality Policy, we will not sell, lease, or otherwise distribute or disclose your e-mail address, postal address, phone number, borrower records or other personal information to non-library affiliate partners unless required by law.

### **Children's Online Privacy Protection Act**

We will never knowingly request personally identifiable information from anyone younger than 13 years of age. If a user submitting their postal address, e-mail address or telephone number is suspected of being younger than 13 years of age, the Library will delete this information from our records in accordance with the Children's Online Privacy Protection Act (COPPA). We will never disclose a child's personal information as full name, address, etc. ("information that would facilitate or enable the physical or online locating and contacting of a specific individual") without written approval from a parent or legal guardian. In accordance with Children's Online Privacy Protection Act (COPPA) we will only display on our sites a child's first name, last initial, and/or age on our sites to announce contest winners and display user submitted comments.

### **Statistical tracking**

When you visit the CCLS' websites, we collect information using 3<sup>rd</sup> party software (ex. GOOGLE analytics) to measure various factors of our visitors' usage to different areas of our sites to assist us in making our sites more useful to you.

### **Cookies**

Some of CCLS's electronic resources take advantage of locally stored information (cookies) for access. These resources do not capture any personal information (such as email / passwords). Personal/local computer browser settings control allowance and deletion of cookies on your machine.

CCLS public use PC's remove cookies / temporary files when a browser session is closed and when the PC is rebooted.

### **External Links/Other Organizations**

Some CCLS web sites/pages contain links to external sites not maintained by CCLS. The CCLS cannot be responsible for your privacy when you disclose information to outside web sites. It is your responsibility to protect your personal information.

### **Updates**

From time to time, we may use visitor information for new unanticipated uses not previously disclosed in our privacy notice. If our information practices do change, we will post the policy changes on our site to notify you of these new uses.

If you have any concerns about how your information is used, please contact the CCLS Executive Director.

*Approved June 17, 2014*