# Friends of the Loveland Public Library Foundation (FOLPLF) Website Privacy Policy

Adopted: August 15, 2017 Revised: April 3, 2019

#### What Information Do We Collect?

We collect information from you when you submit membership information, make a donation, or place a request. When registering or ordering on our site, as appropriate, you may be asked to enter your name, mailing address, phone number, or credit card information. You may, however, visit our site anonymously.

#### **How Do We Use Your Information?**

Any of the information we collect from you may be used in one of the following ways:

# To process transactions

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason, without your consent, other than for the express purpose of delivering the service or purchased product requested.

## To send periodic emails

The email address you provide will be used to send you information and updates pertaining to your membership or your order. In addition, you may receive emails that include Friends of the Library news, updates, and related information. Email messages include a link allowing you to unsubscribe from future emails.

## **How Do We Protect Your Information?**

Our website and membership database are built using Wild Apricot, web-based "cloud" software for small associations and non-profits to help manage membership, websites, events, and other activities. See Wild Apricot's Privacy Policy at https://www.wildapricot.com/PrivacyPolicy, and Security, Privacy, and Data Protection information at https://www.wildapricot.com/security-policyoverview.

We use AffiniPay to process our financial transactions. See their Privacy Policy at https://affinipay.com/privacy/.

We use Wufoo to build forms such as our Contact Us form. See their Privacy Statement at https://www.wufoo.com/privacy/.

#### Who Has Access to the Information?

Certain members of the FOLPLF Board and leadership (President, Vice-President, Website Administrator, Treasurer, Membership Chair) and their assistants have access to a database of membership information, excluding credit card or bank account numbers.

#### Do We Disclose Information to Outside Parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect rights, property, or safety.

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

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act). We do not collect any information from anyone under 13 years of age. Our website, products, and services are all directed to people who are at least 13 years old or older.

#### **Linked Websites**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites.

# **Online Privacy Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

#### **Your Consent**

By using our site, you consent to our Website Privacy Policy.

## **Contacting Us**

If you have any questions regarding this privacy policy, you may contact us at: Friends of the Loveland Public Library 300 N. Adams Ave. Loveland, CO 80537 970-962-2712