



JOHNSON COUNTY  
PUBLIC LIBRARY

## ELECTRONIC PRIVACY POLICY

Your privacy is important to us. We have developed this policy to explain how we collect, use, disclose, and protect the personal information which you share with us on our website. Please take a moment to read this document concerning your personal information.

### **COLLECTION OF YOUR PERSONAL INFORMATION:**

- ◆ The Johnson County Public Library (JCPL) requests personal information from you on our website for several purposes, such as registering for programs, reserving public rooms, and paying library fines and fees. Although library staff members can access and use some of this information, JCPL does not collect and store this information on our own servers. Your personal information is collected and stored on servers belonging to third-party companies. Each of these third parties has privacy policies in place to guide the collection, use, disclosure, and protection of your personal information.

### **USE OF YOUR PERSONAL INFORMATION:**

- ◆ JCPL uses your personal information only in ways which are relevant to the purpose for which you gave the information, and only to the extent necessary. We will always inform you of why we are requesting personal information, and adhere to that stated use of your information.

### **DISCLOSURE OF YOUR PERSONAL INFORMATION:**

- ◆ JCPL does disclose personal information to certain third parties. We disclose necessary personal information to the third parties we have hired to provide software, data storage, and transaction processing. All of these third parties have their own privacy and security policies. If you need assistance finding these third-party privacy policies, please contact our webmaster, by filling out the form in the "Contact Us" portion of our website ([www.jcplin.org](http://www.jcplin.org)). JCPL is required to share personal information with law enforcement authorities, when issued a legal order to do so.

### **PROTECTION OF YOUR PERSONAL INFORMATION:**

- ◆ The transmission of credit card transactions is encrypted and protected using 2048-bit Extended Secure Sockets Layer (EV SSL) communication. Please be aware that no security measures can absolutely ensure the safety of your personal information. By providing your personal information in a transaction on our website, you are expressing an understanding that there is a risk that your information could be compromised, and JCPL will not be held liable for such an event.

### **AVAILABILITY OF PRIVACY POLICY AND PRACTICES:**

- ◆ We will make information about our electronic privacy and security practices available to our patrons at all times. We are committed to maintaining our electronic presence in accordance with this policy in order to protect your personal information.