

# ONLINE PRIVACY POLICY AGREEMENT

November 28, 2022

Verona Public Library Foundation (VPLF) values its users' privacy. This Privacy Policy ("Policy") will help you understand how we collect and use personal information from those who visit our website and what we will and will not do with the information we collect.

We reserve the right to make changes to this Policy at any given time. If at any point in time Verona Public Library Foundation decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

This Policy applies to Verona Public Library Foundation, and it governs any and all data collection and usage by us. Through the use of [www.veronaploundation.org](http://www.veronaploundation.org), you are therefore consenting to the data collection procedures expressed in this Policy.

Please note that this Policy does not govern the collection and use of information by companies that Verona Public Library Foundation does not control, nor by individuals not managed by us.

Specifically, this Policy will inform you of the following

1. What personally identifiable information is collected from you through our website;
2. Why we collect personally identifiable information and the legal basis for such collection;
3. How we use the collected information and with whom it may be shared;
4. What choices are available to you regarding the use of your data; and
5. The security procedures in place to protect the misuse of your information.

## **Information We Collect**

This website collects various types of information, such as:

Voluntarily provided information which may include your name, address, email address, billing and/or credit card information etc. which may be collected if you, for example, submit a donation via our website or sign up for future communications.

Please rest assured that this site will only collect personal information that you knowingly and willingly provide to us. It is the intent of this site to use personal information only for the purpose for which it was requested, and any additional uses specifically provided for in this Policy.

## **Why We Collect Information and For How Long**

We are collecting your data for several reasons:

To provide you with a means to submit online donations to the Verona Public Library Foundation;  
To fulfill our legitimate interest in improving the delivery of information via this website; and  
To send you relevant communications pertaining to the Verona Public Library Foundation when we have your consent to do so.

The data we collect from you will be stored for no longer than necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; any retention periods prescribed by law or recommended by regulators, professional bodies or associations; the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

## **Use of Information Collected**

Verona Public Library Foundation does not now, nor will it in the future, sell, rent or lease any of its customer lists and/or names to any third parties.

Verona Public Library Foundation uses third-party social media features including but not limited to Facebook, Twitter, Instagram,

and LinkedIn. These may collect your IP address and require cookies to work properly. These services are governed by the privacy policies of the providers and are not within Verona Public Library Foundation's control.

### **Disclosure of Information**

Verona Public Library Foundation may not use or disclose the information provided by you except under the following circumstances:

- as necessary to allow for online donation collection;
- in other ways described in this Policy or to which you have otherwise consented;
- in the aggregate with other information in such a way so that your identity cannot reasonably be determined;
- as required by law, or in response to a subpoena or search warrant;
- to outside auditors who have agreed to keep the information confidential;
- as necessary to enforce the Terms of Service;
- as necessary to maintain, safeguard and preserve all the rights and property of Verona Public Library Foundation.

### **Non-Marketing Purposes**

Verona Public Library Foundation greatly respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, and/or changes in Verona Public Library Foundation's remit). In certain circumstances, we may use our website, newspapers, or other public means to post a notice.

### **Unsubscribe or Opt-Out**

All users and visitors to our website have the option to discontinue receiving communications from us by way of email or newsletters. To discontinue or unsubscribe from our website please send an email that you wish to unsubscribe to [Donate@veronaploundation.org](mailto:Donate@veronaploundation.org). Verona Public Library Foundation will continue to adhere to this Policy with respect to any personal information previously collected.

### **Links to Other Websites**

Our website does contain links to affiliate and other websites. Verona Public Library Foundation does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. This Privacy Policy Agreement applies only and solely to the information collected by our website.

### **Notice to European Union Users**

Verona Public Library Foundation's operations are located primarily in the United States. If you provide information to us, the information will be transferred out of the European Union (EU) and sent to the United States. (The adequacy decision on the EU-US Privacy became operational on August 1, 2016. This framework protects the fundamental rights of anyone in the EU whose personal data is transferred to the United States for commercial purposes. It allows the free transfer of data to companies that are certified in the US under the Privacy Shield.) By providing personal information to us, you are consenting to its storage and use as described in this Policy.

### **Security**

Verona Public Library Foundation takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (e.g. credit card information), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the webpage.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only individuals with a legitimate need to process information are granted access to personally identifiable information.

### **Acceptance of Terms**

By using this website, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Agreement. If you

are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree and acceptance of such changes.

### **How to Contact Us**

If you have any questions or concerns regarding the Privacy Policy Agreement related to our website, please feel free to contact us at the following email, telephone number or mailing address.

**Email:** [donate@veronaploundation.org](mailto:donate@veronaploundation.org)

**Telephone Number:** (973) 857-4848

**Mailing Address:**

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