

Subject: WEBSITE PRIVACY POLICY

Date: October 21, 2010

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Replaces Policy Dated: N/A

PURPOSE: To establish a website privacy policy for the Pinal County Library District.

SCOPE:

Protecting the personal information and privacy of our citizens is important to the Pinal County Library District (Library District). The Library District collects, uses, and shares information obtained from our online visitors and library users in the following ways:

- The Library District will only collect personal information that is voluntarily provided.
- The Library District will only use personal information for its intended purpose.
- The Library District will only disclose personal information to a government agency if required by law.
- The Library District will only disclose personal information to contractors or associates to carry out citizen requests; these third parties follow our privacy policy or prominently display their own.
- The Library District will not disclose personal information to other outside parties without first obtaining permission.

STATEMENT OF POLICY:

1. The Library District may collect and store the following non-personally identifiable information:
 - The name of the domain from which the user accesses the Internet,
 - The Internet Protocol (IP) address of the user's Internet provider's gateway, or in some cases, the computer the user is utilizing,
 - The date and time the Library District's site is accessed,
 - The URL of the pages visited and files downloaded,
 - The Internet address of the website linked directly to the Library District's site,
 - Characteristics of the user's system, and
 - Search terms used to come to the Library District's website and while on the site (in aggregate only).
2. This information allows the Library District to improve website design, presentation and system performance. This information is collected from users who read, browse and/or download information from the Library District's website.
3. The Library District may use "Cookies" as a collecting tool on its website. "Cookies" are small files that a website transfers to the user's computer to allow the site to remember specific information. If the user does not want cookies to be transferred to his or her computer, the user may opt out of their use by modifying his or her browser options. While the user will still be able to access most features of the Library District's website, certain features may not work as well or may be unavailable.
4. In order to use certain features of the Library District's website, the user may need to submit personal information so that representatives of the Library District can respond appropriately. By providing the information, the user is giving consent to the Library District to use the information for the stated purpose; if the user chooses not to provide the information, the feature will not be available.
5. The Library District may associate or contract with third parties in order to better serve users. Those sites will either follow the Library District's privacy policy or display their own. Except for the foregoing exceptions and for authorized government law enforcement activities, the Library District does not provide personal information to outside organizations without first obtaining the user's permission.

6. The Library District's website has links to many other governmental, commercial, educational, and individual sites. Once the user follows a link from the Library District's website to another site, the user is subject to that new site's privacy policy rather than to the Library District's website.
7. Information collected automatically on the Library District's website, as well as e-mail sent to the Library District and its employees and officers, is generally subject to state open record laws except as provided by Arizona state law or federal law.
8. The Library District requests that any user that links to the Library District's website be presented in a manner that does not give the impression that the Library District is making an express or implied endorsement of any good or service provided on the user's website and that the link is presented in a manner that clearly indicates that the user is leaving one site and accessing another.