

Privacy Policy
River Forest Public Library Foundation

Effective October 21, 2019

This Privacy Policy explains how the River Forest Public Library Foundation (the “**Foundation**,” or “**we**,” or “**us**”) collects, uses, processes, and shares personal information about you.

If you have any questions regarding this Privacy Policy or the manner in which we have implemented it, please direct your questions through the “How to Contact Us” section at the end of this Privacy Policy.

Background

The Foundation is a non-profit 501(c)(3) charitable corporation organized to enhance the vitality of the River Forest Public Library (the “**Library**”) for future generations. To further that mission, it is essential that the Foundation maintains the trust and confidence of its donors and volunteers, and encourages their continued support. Because we deal with individuals and information about those individuals (“**personal information**”), it is essential that we protect the privacy of that information.

Additionally, the Foundation adheres to the *Association of Fundraising Professionals Donor Bill of Rights*, at <https://afpglobal.org/donor-bill-rights>, which affirms the right of donors to expect the Foundation to be guided by the values of accountability and integrity in its work.

Scope

This Privacy Policy applies to all personal information held by the Foundation, including personal information collected from or about donors and potential donors, and personal information relating to Foundation directors, staff, and volunteers.

Collection of Personal Information about You

Generally

The Foundation may collect personal information about you from a variety of sources. The primary source of the personal information we collect is data you voluntarily provide to us, such as when you send us a donation, provide personal information to us via the Foundation website, fill out and submit a form to us (whether on paper or via our website), or send us a letter or an email. We may also collect data about you from other available sources, such as published directories or mailing lists, as well as from referrals from others.

The personal information that the Foundation collects is primarily contact information, such as your name, home or work address or telephone number, and e-mail address. The Foundation may also collect limited demographic information, such as your age, gender, occupation, work or retirement status, preferences, interests, and donation history.

Website Collection of Personal Information

In addition, the following sections govern personal information collected via our website:

--Information You Voluntarily Submit: You do not have to provide us with any personal information in order to use the Foundation website, but if you do use our website, we collect any information you voluntarily submit, such as information you provide if you sign up for our mailing list or make a donation. However, if you make a donation via PayPal or by credit card using the website, credit card processing is handled by a third party that processes the data in compliance with the Payment Card Industry Data Security Standard. We do not collect, have access to, process, or store any credit card data you enter. You should check that processor's website to learn about their privacy practices.

--Information We Automatically Receive: Whenever you use our website, we may automatically receive certain information related to your use, such as information about your computer hardware and software that is provided to us by your browser. This information can include your IP address, browser type, domain names, access times and referring website addresses. This information may be used by the Foundation to improve the operation of our website, to maintain quality of the website, and to provide general statistics regarding use of the Foundation website. However, we do not link any of this information to personally identifiable information about you individually.

--Information about Children: The Foundation is separate from the Library, and none of its products, services, or activities are directed to children younger than age thirteen (13). We do not knowingly collect personal information from children under the age of thirteen (13) via the Foundation website and we will delete any such information later determined to be from a person younger than age thirteen (13).

--Links to Third-Party Websites: The Foundation website may contain links to other third-party websites, all of which are separate legal entities whose information practices may be different from ours. This Privacy Policy does not cover any such third-party websites. If you provide personal information to such third-party websites, all information you disclose will be subject to the privacy policy and practices of such third parties. We are not responsible for the privacy policies and practices of such third parties and, therefore, you should review the specific privacy policies posted on those websites prior to submitting personal data to them.

Use of Personal Information about You

We use personal information about you primarily in support of our fundraising efforts to assist the Library, as well as to operate the Foundation website, provide volunteer assistance to the Library, and deliver any services you have requested (such as event announcements, as well as general news about the Library or Foundation). The Foundation also uses personal information about you to inform you of activities sponsored by the Foundation, as well as other products or services available from the Foundation. The Foundation may also contact you via surveys to conduct research for the Library, the Foundation, or in support of our fundraising efforts.

Sharing Personal Information about You

If you donate to the Foundation, we may publish your name as part of a list of donors to the Foundation. If you do not want your name included on any such lists, you may opt-out at the time you make the donation by simply indicating that your donation should be anonymous. You may also opt-out later by contacting us as indicated in the “How to Contact Us” section below.

For purposes of conducting our operations, we may share personal information about you with trusted individuals and businesses that perform services for us, such as assisting in our day-to-day operations, managing our donor database, helping with fundraising campaigns, sending you email or postal mail, providing analysis, or otherwise providing services to the Foundation. All such third parties are prohibited from using any of the personal information about you except to provide the services to the Foundation they were retained to provide, and they are required to maintain the confidentiality of your information. In addition, the Foundation may share personal information about you with the Library, primarily for information and analysis purposes.

Otherwise, the Foundation will not sell, rent, or lease its mailing lists or other data containing personal information about you to third parties for their own use unless required to do so by law or unless we have a good faith belief that such action is necessary to: (a) comply with applicable law or with legal process served on the Foundation; (b) protect and defend the rights or property of the Foundation; or, (c) act under exigent circumstances to protect the personal safety of volunteers, donors, or directors of the Foundation, or the public.

Security of Personal Information about You

The Foundation employs security measures to protect your personal information from unauthorized access, use, or disclosure. When credit card information is transmitted through the Foundation’s website, it is sent directly to a credit card processor that processes the data in compliance with the Payment Card Industry Data Security Standard, and is not accessible to the Foundation.

Updating Personal Information about You

If any of the personal data that you have provided to us changes, for example if you change your address or email address, or if you wish to cancel any request you have made of us, or if you become aware we have any inaccurate personal information about you, please contact us as specified in the “How to Contact Us” section below.

Changes to this Privacy Policy

The Foundation will occasionally update this Privacy Policy to reflect changes in our operations. The Foundation encourages you to periodically review this Privacy Policy to be informed of how the Foundation is processing your information.

How to Contact Us

The Foundation welcomes your comments and questions regarding this Privacy Policy. You can contact the Foundation regarding privacy matters by email at RFPLFoundation@gmail.com or

by mail addressed to RFPL Foundation, 735 Lathrop Avenue, River Forest, IL 60305. We will reply as soon as we can.