

## **FOSEL PRIVACY POLICY**

This policy describes the way Friends of the South End Library (“FOSEL”) collects, stores, uses and protects your personal information on its web site (the “Site”). You accept this policy when you use the Site. FOSEL may amend this Policy at any time by posting a revised version on the Site.

### **COOKIES**

When you access the Site, FOSEL’s analytics package may place small data files called "cookies" on your computer. These cookies are designed to allow FOSEL to provide you an optimal experience on the Site. These cookies are nonessential to the working of the Site, and you may block them from being placed on your machine without any loss of Site functionality. Our web server also collects anonymous information that we use to help diagnose problems and to track web traffic on our Site.

### **INFORMATION COLLECTED**

When you use the Site, FOSEL collects information about devices you use to access the Site (such as hardware, operating system and device identifiers), and log information (such as search queries, internet protocol address, and browser type). Individuals who sign up to receive FOSEL’s newsletter voluntarily provide us with their email address. Those who choose to make donation provide credit card information through Pay Pal, a separate web site.

### **PROTECTION OF INFORMATION**

FOSEL’s Site is hosted on a secure platform on Squarespace. The platform uses computer safeguards such as firewalls and data encryption. We do not store any financial data or credit card numbers on this server -- online payments from our Site are processed by our service provider, Paypal.

### **USE OF INFORMATION**

We may use your information to track visits to our website. This lets us see which of our features are the most popular so we can improve our Site and better serve our users' needs. FOSEL’s primary purpose in collecting email addresses is communicating about FOSEL programs and activities through its newsletter. FOSEL may also provide you with promotional information and materials. You may opt out of receiving communications from FOSEL at any time. FOSEL will not sell your information or share it with any third party without your consent. FOSEL may disclose your information if required to do so by law or in the good faith belief that such disclosure is necessary to comply with legal obligations. Further, we will share information if the need arises to protect the rights, property or safety of FOSEL directors, officers, members, users, or the public.

### **PRIVACY CONTACT**

If you have questions or concerns regarding this policy, please contact Tracey Bolotnick at [tjbolotnick@gmail.com](mailto:tjbolotnick@gmail.com).