

Cecil County Public Library Privacy Policy

Our Commitment To Privacy

Protecting your privacy is important to us. This notice explains our information practices and the way the library collects and uses your information.

The Information We Collect

This notice applies to all information collected by or submitted to the Cecil County Public Library. The types of personal information collected include:

- Name
- Address
- Email address
- Phone number
- Parent/guardian signature for minors 13 and under
- Library card number (used for materials request form and access to your library account)
- Date of birth (used for library card application)
- School grade/Age (used for program registration only)
- Name of school (used for Summer Reading registration only)

The Way We Use This Information

We use email addresses to respond to the email we receive, to confirm program registrations, and occasionally to alert customers to new services they may want to use. We also send notices to customers who have given us their email address for that purpose. Mailing or email addresses may be used to send program registration confirmation letters and to send information about library programs, services, and fundraising. Such addresses are not shared with outside parties.

We use non-identifying and aggregate information to better design our web site. For example, we may let it be known publicly that a specific number of individuals visited a certain area on our web site, but we would not disclose anything that could be used to identify those individuals.

We will never disclose a child's personal information such as full name, address, etc. ("information that would facilitate or enable the physical or online locating and contacting of a

specific individual”) without written approval from a parent or legal guardian. In accordance with Children’s Online Privacy Protection Act (COPPA) we will only display a child’s first name and age on our site to announce contest winners and display customer-submitted comments.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses. If law enforcement agents in the course of an investigation request library records, the library may be required by law to release records pertaining to your activities at the library.

We do not share information collected with outside parties except for possible uses related to the recovery of materials.

Our Commitment To Data Security

We have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online to prevent unauthorized access, maintain data accuracy, and ensure the correct use of information.

Our Commitment To Children's Privacy

Protecting the privacy of children is especially important to us. Parents are responsible for supervising their children’s use of the Internet, especially when a child wishes to give out personal information online.

The Cecil County Public Library provides a safe website for kids and advocates internet privacy. In accordance with COPPA (Children’s Online Privacy Protection Act), CCPL will not collect personal information from children 12 and younger without express consent from their parent or guardian.

The personal information requested on our web site is sent directly to an internal database accessible only by staff or directly to a pertinent staff member’s email account. Information collected by CCPL is not shared with any other agency or organization.

Parents and children are strongly encouraged to read "[Keeping Kids Safer on the Internet](#)" which thoroughly discusses the risks and benefits of children's Internet use.

How To Contact Us

Should you have other questions or concerns about this privacy policy, please call us at 410-996-1055 or send us an email at cecilref@ccplnet.org. Based on Privacy Policy, Carnegie Library of Pittsburgh. Adopted 3/9/09

