



Patron Privacy and Confidentiality Policy

The Board of Trustees seeks to protect the privacy and confidentiality of all who use the library in the pursuit of free speech, thought and association. The Board of Trustees respects and supports an individual's fundamental right to open inquiry without scrutiny by others.

Right to Privacy

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library patrons have the right to access their own borrowing information through website or in person. In both instances, a library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

Confidentiality

Illinois state law 75 ILCS 70/1 mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library and its resources, facilities and services. Confidentiality includes, but is not limited to, circulation of library books, periodicals and other materials, electronic resource searches, interlibrary loan transactions, reference requests and use of audio-visual materials. The library will not sell, lease or disclose confidential information to outside parties unless required to do so by law.

Unless otherwise required by law, Library records containing personally identifiable information will not be made available to any agency of state, federal or local government unless a warrant, court order, or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Board of Trustees has authorized only the Executive Director to receive or comply with requests from law enforcement officers. The Executive Director will confer with legal counsel before determining the proper response.

Protecting your private information is our priority. This Statement of Privacy applies to BIPL Events, Blue Island Public Library and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Blue Island Public Library include Blueislandlibrary.org and BIPL. The BIPL application is a Calendar application. By using the BIPL application, you consent to the data practices described in this statement.

Collection of your Personal Information

In order to better provide you with products and services offered, BIPL may collect personally identifiable information, such as your:

First and Last Name
Mailing Address
E-mail Address
Phone Number

If you purchase BIPL's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction.

BIPL may also collect anonymous demographic information, which is not unique to you, such as your:

Age
Gender

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services. These may include: (a) registering for an account; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

Use of your Personal Information

BIPL collects and uses your personal information to operate and deliver the services you have requested.

BIPL may also use your personally identifiable information to inform you of other products or services available from BIPL and its affiliates.

Sharing Information with Third Parties

BIPL does not sell, rent or lease its customer lists to third parties.

BIPL may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to BIPL, and they are required to maintain the confidentiality of your information.

BIPL may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on BIPL or the site; (b) protect and defend the rights or property of BIPL; and/or (c) act under exigent circumstances to protect the personal safety of users of BIPL, or the public.

Right to Deletion

Subject to certain exceptions set out below, on receipt of a verifiable request from you, we will:

- Delete your personal information from our records; and
- Direct any service providers to delete your personal information from their records.

Please note that we may not be able to comply with requests to delete your personal information if it is necessary to:

- Complete the transaction for which the personal information was collected, fulfill the terms of a written warranty or product recall conducted in accordance with federal law, provide a good or service requested by you, or reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform a contract between you and us;
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity; or prosecute those responsible for that activity;
- Debug to identify and repair errors that impair existing intended functionality;
- Exercise free speech, ensure the right of another consumer to exercise his or her right of free speech, or exercise another right provided for by law;
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when our deletion of the information is likely to render impossible or seriously impair the achievement of such research, provided we have obtained your informed consent;
- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us;
- Comply with an existing legal obligation; or
- Otherwise use your personal information, internally, in a lawful manner that is compatible with the context in which you provided the information.

Children Under Thirteen

BIPL does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this application.

E-mail Communications

From time to time, BIPL may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication.

If you would like to stop receiving marketing or promotional communications via email from BIPL, you may opt out of such communications by clicking "Unsubscribe from this list."

External Data Storage Sites

We may store your data on servers provided by third party hosting vendors with whom we have contracted.

Changes to this Statement

BIPL reserves the right to change the Patron Privacy and Confidentiality Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our application, and/or by updating any privacy information. Your continued use of the application and/or Services available after such modifications will constitute your: (a) acknowledgment of the modified Patron Privacy and Confidentiality Policy; and (b) agreement to abide and be bound by that Policy.

Contact Information

BIPL welcomes your questions or comments regarding this Statement of Privacy. If you believe that BIPL has not adhered to this Statement, please contact BIPL at:

Blue Island Public Library
2433 York Rd.
Blue Island, Illinois 60406

Email Address:
info@blueislandlibrary.org

Telephone number:
(708) 388-1078

Effective March 17, 2021