

CONSENT AND PRIVACY AGREEMENT

Effective Date: March 12, 2025

1. Introduction

By subscribing to the West Feliciana Parish Library's information services, you agree to the collection, use, and sharing of your personal data as described in this Consent and Privacy Agreement. **Our goal is to ensure you receive timely and relevant updates while protecting your privacy.**

2. Information We Collect

We may collect the following personal information:

Full Name: To personalize communications.

Email Address: For sending digital updates, newsletters, and event information.

Phone Number (Optional): For SMS alerts or urgent notifications.

Mailing Address (Optional): To deliver physical materials if requested.

Areas of Interest: To tailor information to your interests.

Frequency Preferences: To customize the delivery schedule of our communications.

Additional Comments or Preferences: As voluntarily provided.

3. How We Use Your Information

Your information is used for the following purposes:

Sending newsletters, event notifications, and updates.

Tailoring content to your stated interests.

Improving our services and communications.

Contacting you regarding important library updates or policy changes.

4. Data Sharing and Third Parties

We respect your privacy and do not sell your personal information. We may share your data only with: Authorized library staff and service providers who assist in delivering our communications. Third parties in compliance with legal obligations or to protect the rights, safety, or property of the West Feliciana Parish Library and its patrons.

5. Data Security and Retention

Security: We use reasonable administrative, technical, and physical safeguards to protect your data from unauthorized access, alteration, or disclosure.

Retention: Your personal information will be retained for as long as necessary to fulfill the purposes outlined in this Agreement, or as required by law.

6. Your Rights

You have the right to withdraw your consent at any time, which may affect your ability to receive certain communications.

7. Consent

By providing your personal information and subscribing to our services, you explicitly consent to the collection, use, and sharing of your data as described above. If you do not agree with these terms, please do not subscribe or provide any personal information.

8. Changes to This Agreement

We reserve the right to update this Agreement as necessary. Changes will be communicated via our usual channels, and your continued use of our services constitutes acceptance of any updated terms.

9. Contact Information

If you have any questions or concerns about this Agreement or our privacy practices, please contact the library director.