



## User Confidentiality Policy

The privacy of personally identifiable information provided by individuals using Topeka and Shawnee County Public Library facilities and collections, attendance at Library-sponsored programs, and communications with Library personnel shall be maintained except as required by applicable state and federal law.

The Library shall neither create nor use personally identifiable information for purposes beyond those necessary for the efficient operation of Library operations, programs and services, and communication with library users.

The Chief Executive Officer or designee appointed by the Chief Executive Officer shall be the legal custodian of all Library records.

Library records containing personally identifiable information of an individual shall be disclosed only to and upon the request of the individual at least age 18, or the parent or guardian of an individual under age 18, unless disclosure is required by applicable state or federal law.

Any individual may opt out from receiving text communications from the Library by texting "STOP" to cancel, log in to their Library account to update preferences, or speak with Library staff. Personally identifiable information that is withdrawn by the individual and mobile numbers collected through opt-out will not be shared, sold or rented with third parties for marketing purposes.

The Library maintains PCI compliance.

The Library does not share, give away, disclose, sell, or rent with third parties for marketing credit card information to any person. Accordingly, credit card information will not be retained by the Library following completion of any transaction, which shall be processed at the highest available level of security.

While the Library will make every effort to keep personally identifiable information confidential and safe, individuals are urged to diligently monitor all transactions containing such information.

Library administrators are delegated the authority to establish guidelines and procedures to enforce this policy.

Revised and Approved: September 21, 2006

Revised and Approved February 16, 2012

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Board of Trustees

Topeka and Shawnee County Public Library

Questions