**Privacy Notice**

Effective Date: March 6, 2021

This privacy notice discloses the privacy practices for the web site [https://friendsofevelynmeador.org/](https://www.friendsofevelynmeador.org/). This privacy notice applies solely to information collected by this website, except where stated otherwise. This privacy notice covers the following topics:

* What information we collect
* How it can be corrected
* How it is secured
* How policy changes will be communicated
* How to address concerns over misuse of personal data

**Information Collection, Use, and Sharing**

The Friends of the Evelyn Meador Library are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via our web site, email, or other direct contact from you. We will not sell or rent this information to anyone for any reason.

We will use your information to respond to you, regarding the reason you contacted us. We will never share your information with any third party outside of our organization, other than as necessary to fulfill your request. For example, your contact information may be provided to the Evelyn Meador Library staff for order or inventory management.

Unless you ask us not to, we may contact you via email in the future to tell you about special events, volunteer opportunities, new products, or changes to this privacy notice.

**Your Access to and Control over Information**

You may opt out of any future contact from us at any time. You can request the following at any time by contacting us via our email address, info@friendsofevelynmeador.org:

* See what data we have about you, if any.
* Change/correct any data we have about you.
* Have us delete any data we have about you.
* Express any concern you have about our use of your data.

**Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only members who need the information to perform a specific job (e.g, inventory management, billing or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

 **Notification of Changes**

Whenever material changes are made to the privacy notice, they will be posted here. Changes to this privacy notice can occur without prior notice.

If you feel that we are not abiding by this privacy policy, please contact us at info@friendsofevelynmeador.org.

**Friends Registration**

In order to join the Friends of Evelyn Meador, a user must complete the membership registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about special events, volunteer opportunities, new products, etc.

**Friends Merchandise Orders**

To buy merchandise from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

**Cookies (do we need this)??**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. By using the website, you agree to our use of cookies to analyze website traffic and improve your experience on our website. Usage of a cookie is in no way linked to any personally identifiable information on our site.

**Any Texas privacy laws/additional disclosures needed?**

Doesn’t look like Texas has any special consumer privacy act requirements (although they’re trying and may pass something later this year; see link below). They do have the Texas Privacy Protection Act in play, but it only applies to large PII (personally identifiable information) companies.

<https://www.jdsupra.com/legalnews/texas-looks-unlikely-to-pass-ccpa-like-49706/>