



San José Public Library  
Foundation

## Privacy Policy

### **Our Commitment to Privacy**

The San José Public Library Foundation (SJPLF) is committed to respecting the privacy of its supporters and donors, regardless of the level of support, or whether their donation is made online, by mail, or any other method.

When you authorize SJPLF to receive your contact information, either through opting in to receive communication from us through your application for a San Jose Public Library membership or through direct engagement with SJPLF, you are providing our organization with your Personally Identifiable Information (PII). Your contact information is maintained in a secure database and will be completely removed from our records at your request. We will send you information via email and conventional mail about Library initiatives, programs, and opportunities to get involved or make a financial contribution.

When you make a financial or in-kind donation, you provide your name and contact information. Financial donors provide standard payment information including, in many circumstances, credit card data. We do our utmost to protect your information by using industry standard safeguards. We protect the security of credit card transactions using several measures such as encryption, access controls, network firewalls, and physical security. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other appropriate security measures.

We will not sell, license, or disclose donor or other contact information to any third-party except those working under contract or as required by law. In addition, we will not send mailings to our supporters and donors on behalf of other organizations, unless a donor has given us specific permission to do so. SJPLF has vendors that assist with processing and managing donations and donor data. Our vendors are bound by strict confidentiality rules and are permitted to use donor data only to support SJPLF operations.

SJPLF uses a secure and encrypted service (Constant Contact) to manage email communications to all supporters. You can read their Privacy Notice [here](#).

### **We Care About Doing It Right**

SJPLF strives to have accuracy and precision in processing your information. We have procedures to check for errors, and our systems are periodically audited to make sure we process your information securely and accurately.

If you need to contact us to review your information, make corrections, or opt-out of correspondence, please email [info@sjplf.org](mailto:info@sjplf.org).