

Privacy and Data Collection Policy

(Adopted August 2020)

The intent of this policy is to inform Plainfield-Guilford Township Public Library users how the library handles data collection and privacy.

Users should practice discretion when entering personal information into any form on Plainfield-Guilford Township Public Library's website or digital services. Information entered should be for the purpose of activating or using one's own library account and/or services.

The Plainfield-Guilford Township Public Library does not collect data for any purposes other than the following:

- Reporting non-identifying numbers and data for the Indiana State Library annual report;
- Reporting non-identifying numbers and data for internal statistical purposes and marketing initiatives;
- Evergreen Indiana collects patron data for the purpose of registering and activating user accounts;
- Plainfield-Guilford Township Public Library collects email addresses from users who voluntarily sign up for either PGTPL's email newsletter through iContact, or for the Wowbrary collection newsletter;
- The privacy policies of PGTPL's vendors will govern the way in which users' personal data may be collected and used by aforementioned vendors;
- PGTPL vendors may collect data as per individual company policies; users are encouraged to review these policies.

The Plainfield-Guilford Township Public Library does not intentionally collect IP addresses, network information, or other log data. PGTPL is not responsible for information collected or shared by third party vendors, such as Evergreen Indiana, OverDrive, Communico, etc. Individual vendor or consortium policies shall be read and understood by the user in addition to this policy.