

## **PRIVACY POLICY**

The Tulsa Library Trust is committed to protecting the privacy of our friends and donors. We have created this Privacy Policy so that you can learn what the Trust does with your information. This policy covers information that is collected online as well as offline. This policy may change from time to time and we encourage you to check it periodically.

### **Collection of Your Personal Information**

We will ask you when and if we need information that personally identifies you or allows us to contact you. In order to take advantage of certain aspects of our website, you will be asked to provide personal, identifiable information. You are entering this information knowingly and voluntarily. This information may include your name, address, telephone number, email address, credit card information, and other personally identifiable information. Except as otherwise provided, your personal information will be used solely for internal purposes and will not be shared with any third party.

### **Credit Card Information**

The Tulsa Library Trust recognizes that you are entrusting sensitive financial information with us and for that reason we employ security practices to prevent any unauthorized or illegal use. Only authorized employees are allowed to review information in the course of carrying out any tasks that are required for the credit card process.

Payment Card Industry (PCI)-compliant software is run on all Tulsa City-County Library computers used to process credit card transactions. These machines meet the standard required for storing, processing and transmitting customer credit card data. This standard includes strongly encrypted data for transmitting across public networks and a firewall configuration to protect data.

Third party providers used in the process to purchase tickets, donate, or otherwise initiate credit card transactions via the Tulsa Library Trust website are protected by Secure Socket Layer (SSL) certification, a protocol for transmitting data securely. No credit card information is sent to or stored on the Tulsa City-County Library servers. The network is configured and tested regularly to ensure secured firewalls and protection from viruses, malware and other possible cyber threats that could affect an individual's information.

### **Disclosure of Information**

Personal information shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order, used by or through a court of competent jurisdiction, is presented to the Tulsa Library Trust by the law enforcement agency or other person seeking the records. Information may not be released unless authorized by the library CEO, or a Director in absence of the CEO.

### **Contact Information**

We welcome your comments regarding this Privacy Policy. If you have questions about this Privacy Policy or believe that we have not adhered to it, please contact us at the contact information specified on our website at [www.tulsalibrarytrust.org](http://www.tulsalibrarytrust.org). We will respond to you as quickly as possible.