

Privacy Policy

Purpose of This Policy

At Carroll County Public Library System, your privacy is important to us. This Privacy Policy explains what information we collect, how we use it, and the choices you have.

1. Information We Collect

We may collect the following information when you use **Carroll County Public Library System Website**:

- **Personal Information You Provide** – such as your name, email address, and phone number when you fill out contact forms or request a library card.
- **Automatically Collected Information** – such as your IP address, browser type, device type, and pages you visit. This is collected through tools like Google Analytics.

We do **not** intentionally collect sensitive personal information (such as financial details beyond what's needed for basic transactions, or health data).

2. How We Use Your Information

We use your information to:

- Provide library services and respond to your inquiries

We do **not** sell or rent your personal information to third parties.

3. Google Analytics

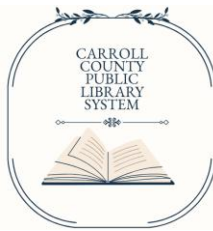
Carroll County Public Library System uses Google Analytics to understand how visitors use the site. Google Analytics collects information like your IP address, browser type, and pages visited. This helps us improve the site and our services.

- Learn more about how Google uses your data: <https://policies.google.com/technologies/partner-sites>
- You can opt out by installing the Google Analytics Opt-Out Browser Add-on.

4. Cookies

Cookies are small files stored on your device that help website's function. **Carroll County Public Library System** may use cookies for:

- Remembering your preferences
- Keeping you logged in (if applicable)



- Gathering anonymous usage statistics through Google Analytics

If you prefer, you can disable cookies in your browser settings. Instructions for popular browsers can be found here: <https://www.allaboutcookies.org/manage-cookies/>.

5. Third-Party Services

We may share necessary data with trusted third parties such as:

- Web hosting providers
- Email communication tools

These providers are only given the information they need to perform their services.

6. Your Privacy Rights

Depending on your location, you may have rights to:

- Request a copy of the data we hold about you
- Request corrections to your data
- Request deletion of your data

To make a privacy-related request, please contact us (see “Our Team” section).

7. Data Storage & Security

We store your data securely and take reasonable measures to protect it from unauthorized access, alteration, or disclosure. We only keep your information for as long as needed to provide services or meet legal obligations.

8. Changes to This Policy

We may update this policy from time to time. If we make significant changes, we will post a notice on **Carroll County Library System**.

9. Contact Us

If you have questions about this Privacy Policy or your data, please contact us at:
(662) 237-6268