

WAUKESHA PUBLIC LIBRARY

POLICY: **WEBSITE PRIVACY POLICY**

Approved by Library Board: 5/11/23

Number: A-10

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The Waukesha Public Library has a firm commitment to the privacy interests of our users. The following discloses our information gathering and dissemination practices for our web site.

IP Address Use

We use your IP address to help diagnose problems with our server, and to administer our web site. For example, your IP address is recorded in our site traffic reports and is also used by our web traffic analysis software to gather broad demographic information (i.e., geographic location, etc.).

Submission Form Requirements

Our site's contact forms require users to give us contact information (i.e., name and email address). Contact information is used when a member of staff needs to reach the visitor upon the visitor's initial request. At no time will your contact information be sold, traded, leased, or borrowed with third party vendors.

Links to Other Sites

Our site contains links to other sites to enhance the value and depth of our site generally. The Waukesha Public Library is not responsible for the privacy practices or the content of such websites and offers external links only as a service to our site visitors and clients.

Security

Waukesha Public Library does not locate sensitive or transmitted information submitted through our forms on our web server. All information submitted to us through our web site is held strictly confidential.

Privacy Policy Amendments

If the Waukesha Public Library introduces technologies or programs on our web site (i.e., e-mail lists, etc.) that would affect the privacy interests of our users, we will update and amend this privacy policy.

Contacting the Web Site

If you have any questions about this privacy statement, the practices of this site, or your dealings with the Waukesha Public Library, please visit our contact page or send postal mail to:

*Technology Manager
Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186*