Indiana Library Federation Privacy Notice  
Board Adopted Date: 4/13/17

This privacy notice discloses the privacy practices for Indiana Library Federation and our website; http://www.ilfonline.org/. This privacy notice applies solely to information collected by this website, except where stated otherwise. It will notify you of the following:

Information Collection, Use, and Sharing  
We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., to ship an order. The one exception is that ILF shares basic conference registration information (name, library, email only) with exhibitors and attendees.

Unless you ask us not to, we may contact you via email in the future to tell you about library-related legislation, upcoming events, activities or changes to this privacy policy.

Your Access to and Control Over Information  
You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:
  - See what data we have about you, if any.
  - Change/correct any data we have about you.
  - Have us delete any data we have about you.
  - Express any concern you have about our use of your data

Registration  
In order to register for ILF events, a user must first complete a registration form. During registration, a user is required to give certain information (such as name and email address). This information is used to contact you about the event for which you are registered. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

Constant Contact  
ILF uses Constant Contact Email Marketing Service to send emails and e-newsletters to our members and stakeholders. Through this service, ILF is able to track the open rate and click rate of our emails. This information is for ILF use only. We will not share your information or usage with any third party outside of our organization.

Constant Contact, and thus ILF, abides by the 2008 rules of the Federal Trade Commission, following the CAN-SPAM Act is the Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2004.
Orders
We request information from you on our order forms. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

Security
We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

Cookies
We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site.

Links
This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Surveys & Contests
From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of ILF.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C, Sec. 1001 and 1030. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.