

## Privacy Policy

Effective Date: June 1 2025 v3

At Mendham Township Library, your privacy is important to us. This Privacy Policy outlines how we collect, use, and protect your personal information when you visit our website, subscribe to our services, or engage with us online.

### 1. Information We Collect

We may collect the following types of personal information:

- **Personal Information:** Name, email address, phone number, and mailing address.
- **Usage Data:** Information on how you access and use our website, such as IP addresses, browser types, and usage patterns.
- **Communications:** Any messages you send to us, including via email or through our contact form.

### 2. How We Use Your Information

We use the personal information we collect for various purposes, including:

- To provide, maintain, and improve our services (e.g., library notifications, reminders, and account updates).
- To respond to your inquiries and feedback.
- To send you promotional or informational content related to our library services, with your consent.
- To monitor and analyze usage trends for website improvement.

### 3. Sharing Your Information

We respect your privacy and do not share your personal information with third parties except in the following situations:

- **Service Providers:** We may share data with third-party service providers who help us operate and improve our services (e.g., SMS providers, email delivery services). These providers are required to protect your information and only use it for the purposes of providing services to us.
- **Legal Requirements:** We may disclose your information if required by law, such as to comply with a subpoena or legal process.

### 4. Data Security

We implement reasonable technical and organizational measures to protect the security of your personal information. However, no method of data transmission or storage is completely secure, and we cannot guarantee the absolute security of your information.

### 5. Your Rights and Choices

- **Access and Update:** You can access, update, or delete your personal information by contacting us at [programs@mendhamtwplib.org](mailto:programs@mendhamtwplib.org)
- **Opt-Out:** You may opt-out of receiving promotional emails or SMS messages at any time by following the unsubscribe instructions included in those communications.

- **Cookies:** Our website may use cookies to enhance user experience. You can manage cookie settings through your browser settings.
- **SMS opt-in** or phone numbers for the purpose of SMS are not shared with any third parties or affiliate companies for marketing purposes
- **Opt-In Method**

Customers may opt-in for SMS messaging from Mendham Township Library verbally in person. Customers will be asked: "Do you agree to receive texts from Mendham Township Library? Message frequency varies. Message and data rates may apply. Text HELP for help, text STOP to opt-out. See our privacy policy (this document)

This consent agreement will not be shared with third parties and affiliates for marketing purposes. No SMS communication will be initiated without customer consent.

## **6. Children's Privacy**

Our text messaging services are not intended for children under 13. We do not knowingly collect personal information from children under 13. If we become aware that we have collected personal information from a child under 13, we will take steps to delete that information.

## **7. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the updated effective date. We encourage you to review this policy periodically.

## **8. Contact Us**

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Mendham Township Library  
 2 West Main Street, Brookside, NJ 07926  
 Email: [programs@mendhamtwplib.org](mailto:programs@mendhamtwplib.org)  
 Phone: 973 543 4018  
 Website: [www.mendhamtwplib.org](http://www.mendhamtwplib.org)

By continuing to receive SMS notifications, you acknowledge and agree to these Terms & Conditions.