

Privacy Policy

Last Updated: 11/21/2025

Introduction

Spirit Lake Public Library ("we," "us," or "our") respects your privacy. This Privacy Policy explains how we collect, use, and protect your personal information.

Information We Collect

We collect information in the following ways:

Information You Provide Directly

When you interact with our services, you may provide:

- Name and contact information (email address, phone number, mailing address)
- Account credentials (username and password)
- Profile information and preferences
- Communications with us (emails, support requests, feedback)
- Any other information you choose to provide

Information Collected Automatically

When you visit our website or use our services, we automatically collect:

- Device information (IP address, browser type, operating system)
- Usage data (pages visited, time spent, links clicked)
- Cookies and similar tracking technologies
- Referral source (how you found our website)

Information from Third Parties

We may receive information about you from:

- Social media platforms (if you connect your account)
- Marketing partners and analytics providers
- Public databases and data aggregators

How We Use Your Information

We use your information to:

- Send you our newsletter and updates
- Improve our content and services
- Comply with legal obligations

We will never sell, rent, or share your email address with third parties for their marketing purposes without your explicit consent.

Third-Party Services

We use Brevo to manage our newsletter subscriptions and send emails. These services may have access to your information to perform services on our behalf. They are obligated to keep your information confidential and use it only for the purposes we specify.

Your Rights

You have the right to:

- **Unsubscribe** at any time by clicking the unsubscribe link in any email
- **Request access** to the personal information we hold about you
- **Request deletion** of your personal information
- **Update** your information at any time

To exercise these rights, contact us at staff@spiritlakelibrary.org.

Data Security

We implement reasonable security measures to protect your information from unauthorized access, alteration, or destruction. However, no method of transmission over the internet is 100% secure.

Data Retention

We retain your email address and related information for as long as you remain subscribed to our newsletter. If you unsubscribe, we will delete or anonymize your information within 30 days, except where we are required to retain it by law.

Children's Privacy

Our newsletter is not intended for children under 13. We do not knowingly collect information from children.

Changes to This Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes by email or through a notice on our website.

Contact Us

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

Spirit Lake Public Library

Email: staff@spiritlelibrary.org

Address: 702 16th street Spirit Lake, IA 51360

Phone: 712-336-2667