



## Website Privacy Policy

<b>Policy #:</b>	<b>5.3</b>
<b>First Adopted:</b>	<b>1/19/21</b>
<b>Revised:</b>	
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<b>Responsible Executives</b>	
<b>Board President</b>	<b>Kris Currier</b>
<b>Executive Director</b>	<b>Mary Marin Taylor</b>

### Purpose:

Literacy Volunteers of Bangor (LVB) operates LVBangor.org and may operate other websites. It is LVB's policy to respect users' privacy regarding any information collected while operating our websites.

### Policy

#### Website Visitors

LVB may collect non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. LVB's purpose in collecting non-personally identifying information is to better understand how LVB's visitors use its website. From time to time, LVB may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

#### Gathering of Personally-Identifying Information

LVB will collect personally-identifying information only insofar as is necessary or appropriate to fulfill the purpose of the visitor's interaction with LVB. LVB will not disclose personally-identifying information other than as described in this Policy. Visitors may refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

## **Aggregated Statistics**

LVB may collect statistics about the behavior of visitors to its websites. LVB may display this information publicly or provide it to others. However, LVB will not disclose personally-identifying information other than as described in this Policy.

## **Protection of Certain Personally-Identifying Information**

LVB discloses potentially personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that

- (i) need to know that information in order to process it on LVB's behalf or to provide services available at LVB's websites, and
- (ii) that have agreed not to disclose it to others. LVB will not rent or sell potentially personally-identifying and personally-identifying information to anyone.

Other than to its employees, contractors and affiliated organizations, as described above, LVB will disclose potentially personally-identifying and personally-identifying information only in response to a subpoena, court order or other governmental request, or when LVB believes in good faith that disclosure is reasonably necessary to protect the property or rights of LVB, third parties or the public at large. LVB will take all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

## **Cookies**

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. LVB may use cookies to help LVB identify and track visitors, their usage of LVB website, and their website access preferences.

## **Business Transfers**

If LVB, or substantially all of its assets, were acquired, or in the unlikely event that LVB dissolves or enters bankruptcy, user information would be one of the assets that is transferred or acquired by a third party.

## **Privacy Notice**

LVB will publish a privacy notice on its website(s) advising users of our practices around the collection and use of user data, consistent with this policy.