

Houston Area Law Librarians (HALL) Privacy Policy

Updated 10/3/2019

Introduction

Houston Area Law Librarians (“HALL” or “Organization” or “We”) respect your privacy and are committed to protecting it through our compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the Website <http://houstonarealawlibrarians.org> (our “Website”) and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect on our Website. It does not apply to information collected by:

- HALL offline or through any other means, or by visiting any other website operated by this Organization or any third party, including our affiliates; or
- Any third party, including our affiliates, and through any application or content (including advertising) that may link to or be accessible from our Website.

Please read this policy carefully to understand our guidelines and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using our Website, you agree to this privacy policy. This policy may change from time to time (see Changes to Our Privacy Policy). Your continued use of our Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Permission to Use Photographs

As of the effective date of this policy, HALL obtains written permission to use all photographs of identifiable people posted on our Website or social media accounts. Please see our Photography Permissions Form for details.

Information We Collect About You and How We Collect It

We collect several types of information from and about users of our Website, including information:

- By which you may be personally identified, such as name, postal address, email address, telephone number, etc. (“personal information”);
- That is about you but individually does not identify you, such as institutional affiliation, job title, membership status, etc.; and
- About your internet connection, the equipment you use to access our Website, and usage details.

Specifically, we collect the following information for the stated purpose(s):

Personal Information:

We collect our members’ Name, Job Title, Institution, Email Address, Telephone Number, Mailing Address; Fax Number; and Type of Library.

We have a legitimate interest in contacting our members and communicating with them concerning normal business administration such as Marketing, Billing, and Assessment of Member Qualifications.

Membership Information

We collect our members' Membership Level, AALL Membership Status, HALL Membership Status, Member Since, Renewal Due On; Renewal Date Last Changed, Last Membership Level Changed

We have a legitimate interest in tracking our members' membership status, and ensuring proper billing.

Financial Information

We collect our members' Check Numbers, Payment Status, Payment Amounts, Payment Methods

We have a legitimate interest in ensuring proper billing.

Event Information

We collect our registrants' First & Last Names, Institution, E-mail Address (not required), Phone Number (not required), Meal Selection

We have a legitimate interest in tracking how many persons will be at our events, ensuring registrants receive the meal they have paid for, and ensuring proper billing.

Automatic Data Collection

We collect information automatically through cookies.

We have a legitimate interest in improving our Website's functionality.

We collect this information:

- Directly from you when you provide it to us, and
- Automatically as you navigate through the site.

The technologies we use for this automatic data collection may include:

- Cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our Website.
- Flash Cookies. Certain features of our Website may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our Website. Flash cookies are not managed by the same browser settings as are used for browser cookies.
- Web Beacons. Pages of our Website and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

We do not collect personal information automatically, but we may tie this information to personal information about you that we collect from other sources or you provide to us. Some of our business partners (such as Wild Apricot, the provider of our membership management software) may also use cookies on our site. However, we have no access to or control over these cookies. For information on the cookies Wild Apricot may use, please consult Wild Apricot's Privacy Policy. You can find this Policy on Wild Apricot's Website, www.wildapricot.com.

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information:

- To present our Website and its contents to you.
- To provide you with information, products, or services that you request from us.
- To fulfill any other purpose for which you provide it.
- To provide you with notices about your account, including expiration and renewal notices.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To notify you about changes to our Website or any products or services we offer or provide though it.
- To allow you to participate in interactive features on our Website.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

We may also use your information to contact you about our own and third-parties' goods and services that may be of interest to you. If you do not want us to use your information in this way, please check the relevant box located on the New Member Application Form.

We may use the information we have collected from you to enable us to display advertisements to our advertisers' target audiences. Even though we do not disclose your personal information for these purposes without your consent, if you click on or otherwise interact with an advertisement, the advertiser may assume that you meet its target criteria.

Disclosure of Your Information

We may share your information with service providers. Among other things, service providers may help us to administer our Website, provide technical support, and process payments.

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction.

We may disclose personal information that we collect or you provide as described in this privacy policy:

- To our affiliates.
- To contractors, service providers, and other third parties we use to support our organization and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To fulfill the purpose for which you provide it. [For example, if you give us an email address to use the “email a friend” feature of our Website, we will transmit the contents of that email and your email address to the recipients.]
- For any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- For compliance with any court order, law, or legal process, including to respond to any government or regulatory request.
- For billing and collection purposes.
- For those instances where we believe disclosure is necessary or appropriate to protect the rights, property, or safety of HALL, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection.

Promotional Emails

You may choose to provide us with your email address for the purpose of allowing us to send free newsletters, offers, and other promotional materials to you, as well as targeted offers from third parties. You can stop receiving promotional emails by following the unsubscribe instructions in emails that you receive. If you decide not to receive promotional emails, we may still send you service-related communications.

Accessing & Correcting Your Personal Information

If required by law, upon request, we will grant you reasonable access to the personal information that we maintain about you and you may request corrections to your personal information. You may request access or changes to your personal information by contacting us at membership@houstonarealawlibrarians.com.

You can review and change your personal information by logging into our Website and visiting your account profile page.

You may also send us an email at membership@houstonarealawlibrarians.com to request access to, correct, or delete any personal information that you have provided to us. We cannot delete your personal information except by also deleting your user account. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

California residents may have additional personal information rights and choices. Please see Your California Privacy Rights for more information.

Deletion of Your Personal Information

You may request that we delete your personal information by contacting us at the email address membership@houstonarealawlibrarians.com. However, your right to such deletion may be limited by applicable law. For example, the law may permit us to keep your personal information as needed to comply with our legal obligations, to resolve disputes, and/or to enforce any of our agreements.

Revocation of Consent

If you revoke your consent for the processing of personal information, then we may no longer be able to provide you services. In some cases, we may limit or deny your request to revoke consent if the law permits or requires us to do so, or if we are unable to verify your identity adequately. You may revoke consent to processing (where such processing is based upon consent) by contacting us at the email address membership@houstonarealawlibrarians.com.

How HALL Protects Personal Information

HALL uses Wild Apricot as its membership management and website software. For information on how Wild Apricot ensures that your information is secure, see the Wild Apricot Privacy Policy, and Wild Apricot Data Processing Addendum. See also information on Wild Apricot's GDPR Compliance. These documents have valuable information on how your information is stored, processed, and secured. They can be found at <https://www.wildapricot.com/terms-and-policies>.

The safety and security of your information also depends on you. Where we have given you a password for access to certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out information in public areas of our Website. Any user of our Website may view the information you share in public areas of our Website.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on our Website.

Location of Data

Our Website and the services provided by the Organization are intended for use by people in the U.S. and are not intended for use by people in the European Union or the United Kingdom. By providing personal information on the Website, the user is agreeing to the transfer, storage, and processing of information in the U.S.

“Do not track” signals

When you visit our website, Wild Apricot may place cookies on your computer by third party services that are integrated into the site. Please see the Wild Apricot Privacy Policy at <https://www.wildapricot.com/terms-and-policies> for details on the use of Cookies. Web browsers allow for some control of most cookies through browser settings.

Changes to Privacy Policy & Notice

It is our policy to post any changes we make to our privacy policy on this page with a notice that the privacy policy has been updated on our Website home page. If we make material changes to how we treat our users’ personal information, we will notify you by email to the primary email address specified in your account and/or through a notice on our Website home page. The date the privacy policy was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

Effective Date

This privacy notice is effective as of its revision date.

Contact Information

Email membership@houstonarealawlibrarians.com with any questions concerning your privacy.