

## **Privacy Policy**

Irish Cultural Center/McClelland Library  
Irish Cultural and Learning Foundation (ICLF)

The Irish Cultural and Learning Foundation (ICLF) is the non-profit, tax-exempt parent organization for the Irish Cultural Center (ICC) and McClelland Library. The ICLF greatly respects the privacy of all its members and patrons. We may use the information we collect from you when you become a member, register for classes, make a comment, become a donor, when you surf or request information from our website, use our library databases, use other site features or engage in other activities related to our mission. When donating, signing up, ordering or registering, we may ask you for your name, e-mail address, mailing address, phone number, credit card information or other information that is considered to be the minimal information needed to process the transaction and maintain contact with you in the future. You may also visit our site anonymously.

### **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind secured networks and is only accessible by a limited number of people who have special access rights to such systems and are required to keep the information confidential. When you place orders or access your personal information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above.

### **Do we use “cookies”?**

Yes. Cookies are small files that a site or its service provider transfers to your computer’s hard drive through your Web browser (if you allow) that enables the site’s or service provider’s systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and process transactions or help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookies. If you turn cookies off, you won’t have access to many features that make your site experience more efficient and some of our services will not function properly. However, you can still place orders over the telephone or by mail.

### **Do we disclose the information we collect to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information unless we provide you with advance notice, except as described below. It does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others’ rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

**How can you opt-out, remove or modify information you have provided to us?**

To delete all of your online account information from our database, call or email your request to the [info@azirish.org](mailto:info@azirish.org) and request removal of your information. Please note that we must maintain information about an individual sales transaction in order to service that transaction and for record keeping.

**Changes to our policy**

Changes to our privacy policy will be posted by changes on this page. Policy changes will apply only to information collected after the date of the change. This policy was last modified on Dec. 19, 2018.

**Questions and feedback**

We welcome your questions, comments, and concerns about Privacy. Please send any feedback pertaining to privacy or any other issue: [info@azirish.org](mailto:info@azirish.org)

**Online Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

**Your consent**

By using our site, you consent to our privacy policy.

**Contact:**

For more information please contact us at:

[info@azirish.org](mailto:info@azirish.org)

602-258-0109

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