**What is a privacy policy?**

A privacy policy states how information pertaining to a user or his/her activities on that service or application will be collected, stored and used. Every digital library should have a privacy policy associated with it. They are usually linked from the footers on the library’s homepage.

**Components of privacy policies for digital libraries**

* Overall policy statement
* Explanation of how information about user is tracked
* Explanation of how information is used
* Explanation of security processes to safeguard information
* Links to parent institution’s privacy policies
* List of technologies (Eg: Google Analytics) that is used to track users
* Special provisions for privacy of children and minors
* Contact information for privacy policy administrators
* Limitations on the policy

**Sample digital library privacy policies**

* California digital library: <http://www.cdlib.org/about/privacy.html>
* Duke University: <http://library.duke.edu/about/privacy.html>
* Hathi Trust digital library: <http://www.hathitrust.org/privacy>
* UCLA Library: <http://www.library.ucla.edu/privacy/privacy-policy>

**Useful Links**

* American Library Association Guidelines for Developing a Library Privacy Policy <http://www.ala.org/offices/oif/iftoolkits/toolkitsprivacy/libraryprivacy>
* Free Privacy policy generator: <http://www.freeprivacypolicy.com/>
* Sample template: <http://www.inixmedia.com/2010/03/free-privacy-policy-sample-template-for-a-new-website/>