



Miami Tribe of Oklahoma

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www.miamination.com



Indigenous Languages Digital Archive Privacy Policy

Last modified: January 20, 2023

Introduction

The Miami-Illinois Indigenous Languages Digital Archive (ILDA) respects your privacy and is 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 are authorized to use ILDA and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect:

- In email, text, and other electronic messages between you and ILDA.
- Through any ILDA mobile or desktop app.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. By becoming an authorized user of ILDA, you agree to this privacy policy. This policy may change from time to time. Your continued use of ILDA after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Information We Collect About You and How We Collect It

We collect several types of information from and about ILDA's users, including information:

- By which you may be personally identified: Name and email address only.
- ILDA does not collect information about your internet connection, the equipment you use to access our Website, and usage details.

We collect this information:

- Directly from you when you provide it to us.
- Automatically as you navigate through the site. Information collected automatically may include usage details, and information collected through cookies. ILDA does not collect information about your IP address.

Information You Provide to Us

The information that ILDA collects may include:

- Information that you provide by filling in forms to obtain authorization to use ILDA. This includes information provided at the time of your application for authorization, when you contribute material to ILDA, and when you edit material in ILDA.
- Records and copies of your correspondence (including email addresses) if you contact us.
- Your responses to surveys that we might ask you to complete for research and development purposes.
- Your ILDA search queries.

You also may provide information to be published or displayed on public areas of the website or transmitted to other users of ILDA or third parties. Your contributions on ILDA are posted and transmitted to others at your own risk. Although ILDA requires all users to register, we cannot control the actions of all ILDA users. Therefore, we cannot and do not guarantee that your contributions will not be viewed by unauthorized or unregistered users.

Information We Collect Through Automatic Data Collection Technologies

As you interact with ILDA, we may use automatic data collection technologies to collect certain information about your browsing actions, and patterns:

- ILDA does not collect details of your visits to the website, including traffic data, logs, and other communication data and the resources that you access and use on the website.
- ILDA does not collect information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically is only statistical data and does not include personal information, but we may maintain it or associate it with personal information we collect in other ways. It helps us to improve our website and to deliver a better service, including by enabling us to:

- Estimate usage patterns.
- Speed up searches.
- Recognize you when you return to ILDA's website.

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 the website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you visit ILDA's website.
- **Web Beacons.** Web Beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) are used by some web sites to record the popularity of certain website content and verifying system and server integrity. ILDA does not use Web Beacons.
- **Flash Cookies.** Flash Cookies are used by some web sites to collect and store information about your preferences and navigation to, from, and on the website. ILDA does not use Flash Cookies.

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 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 certification expiration and renewal notices.



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- To carry out our obligations and enforce our rights arising from any agreements entered into between you and us.
- To notify you about changes to ILDA or the services we offer or provide through the website.
- To allow you to participate in interactive features on the website.
- In any other way we may describe when you provide the information.
- For any other purpose with your consent.

Disclosure of Your Information

We may disclose aggregated information about our users, and information that does not identify any individual, without restriction. We may do this, for example, to secure ongoing funding and grants to maintain the ILFA Software Suite.

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

- To contractors, service providers, and other third parties we use to support the operation of the ILDA Software Suite 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 any other purpose disclosed by us when you provide the information.
- With your consent.

We may also disclose your personal information:

- To enforce or apply our terms of use and other agreements

Accessing and Correcting Your Information

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

You may also send us an email at myaamiacenter@miamioh.edu to request access to or to correct or any personal information that you have provided to us. The only way to delete your personal information is to delete your user account.

If you delete your contributions from ILDA, copies of your contributions may remain viewable in cached and archived pages, or might have been copied or stored by other ILDA users.

Data Security

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All information you provide to us is protected observing best industry security practices.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of the website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

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 the 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 the website.

Changes to Our Privacy Policy

It is our policy to post any changes we make to our privacy policy on the website. 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. 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 the website and this privacy policy to check for any changes.

Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at Myaamia Center, Miami University, 351 E Spring St., 200 Bonham House, Miami University, Oxford, OH 45056, (513) 529-5648, myaamiacenter@miamioh.edu.