

## Disclaimer

CITY OF MONETT WORLD-WIDE-WEB SITE WAS DEVELOPED TO PROVIDE GENERAL INFORMATION. DATA CONTAINED AT THIS LOCATION, ANY CITY OF MONETT SITE, OR AT ANY SITE LINKED FROM THIS OR ANY CITY LOCATION, HAS NOT BEEN REVIEWED FOR ACCURACY OR LEGAL SUFFICIENCY. THE DOCUMENTS DISPLAYED ARE FOR REFERENCE PURPOSES ONLY. THE CITY OF MONETT MAKES NO WARRANTY OR GUARANTEE CONCERNING THE ACCURACY OR RELIABILITY OF THE MATERIALS AT THIS SITE OR AT OTHER SITES TO WHICH THIS WEB SITE LINKS. LINKS OR REFERENCES TO OTHER INFORMATION OR ORGANIZATIONS DO NOT CONSTITUTE AN ENDORSEMENT.

## City of Monett Privacy Policy

### Section A. Introduction

The City of Monett takes your privacy seriously. This policy addresses collection, use and security of and access to information that may be obtained through use of the cityofmonett.com web site. The information presented here is not meant to be a contract of any type, either express or implied, and should not be treated as such by site visitors. The information in this statement and/or the policies described here may change at any time, without prior notice to any visitor. This policy does not describe information collection policies on other sites, including those linked to or from the cityofmonett.com.

This notice covers the following topics:

- Section B. Information Collected and How it is Used
- Section C. Personal Information and Choice
- Section D. Public Access to Information
- Section E. Accessing and Changing your Information
- Section F. Use of Cookies and Applets
- Section G. Security
- Section H. Electronic Commerce
- Section I. Third Party Link Disclaimer
- Section J. Children's Privacy Protection
- Section K. Health Care Information
- Section L. Intellectual Property
- Section M. Interactive Features
- Section N. Contact Information

### Section B. Information Collected and How it is Used

#### Information collected if you only browse this site.

If you do nothing during your visit to our web site but browse, read pages, or download information, we will gather and store certain information about your visit. In order to improve the content and usability of this website, information is collected for statistical purposes. The City's web site uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. For site security purposes and to ensure that this site remains available to all users, the City's site employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations and the security purposes mentioned elsewhere in this notice, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with Missouri public records retention schedules. The information automatically gathered does not identify you personally. We automatically collect and store the following information about your visit:

1. The Internet Protocol Address and the apparent Fully Qualified Domain Name ("Domain Name") used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the Internet Protocol Address to direct Internet traffic to you. This address can be translated to determine the

domain name of your service provider (e.g. xcompany.com or yourschool.edu) or of your computer if your computer has a domain name assigned directly to it. Generally, the City only determines visitor domain names if a security issue is suspected. Unless you have directly registered a domain name, this information will not provide the City with your name and/or address;

2. The type of browser and operating system you used;
3. The date and time you visited this site;
4. The web pages or services you accessed at this site; and
5. The web site you visited prior to coming to this web site.

Unauthorized attempts to upload information or change information on this site are strictly prohibited and may be punishable under state law and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

**What we collect if you volunteer information.**

If during your visit to our web site you subscribe to notifications, participate in a survey, send an email, perform some other transaction on-line, the following additional information may include but is not limited to:

1. The email address, and contents of email, for those who communicate with us via email.
2. Information volunteered in response to a survey.
3. Information volunteered through an on-line form for any other purpose.
4. Information volunteered by participating in an online transaction with the City.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us.

We use your email address to respond to you. Survey information is used for the purpose identified by the survey. Information from other on-line forms is used only for conducting City business related to the online form.

Information provided for a transaction is used only for the purpose of completing and recording the transaction. Information requested will be no more specific than if a visitor were engaging in the transaction by other means, including by telephone or in-person while visiting a City facility. In all cases, the City strives to collect the minimum information necessary to comply with applicable law or provide the service requested.

The City does not sell, rent or otherwise distribute visitor's information, including electronic mail addresses, to any outside company or organization, unless legally required to do so under Missouri Public Records Law. The City does not disclose credit card or other personally identifiable financial information other than as necessary to complete a credit card or other financial transaction, upon explicit permission from the applicable user, or compelled by law.

If a cityofmonett.com user has elected not to receive further information from the City, Monett will not send such information. If a cityofmonett.com user has elected to receive further communication from the City, Monett will only send information in categories that have been authorized.

**Section C. Personal Information and Choice**

You may choose whether to provide personal information on-line.

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily provide it to us by sending us email, subscribing to notifications, participating in a survey, completing an on-line form, or engaging in an online transaction. You may choose not to contact us by email, participate in a survey, provide personal information using an online form, or engage in an electronic transaction.

However, some information and services available through this site require us to be able to identify visitors. Visitors interested in viewing and participating in these online services are requested to sign up for a password-protected account. Your choice to not participate in these activities will not impair your ability to browse, read, or download general information provided on the site.

If personal information is requested on the web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is treated like any other information provided to the city, and may be subject to public inspection and copying if not protected by federal or state law.

If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact the person identified in the Contact Information Section of this statement.

Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by email will be treated the same as information given by an adult, and may be subject to public access.

#### **Section D. Public Access to Information**

In the State Of Missouri, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by City government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Both state and federal laws provide exceptions.

In the event of a conflict between this Privacy Notice and the Public Records Act or other law governing the disclosure of records, the Public Records Act or other applicable law will control.

#### **Section E. Accessing and Changing Your Information**

Monett seeks to ensure that your information and preferences are accurate and complete. If you have registered at cityofmonett.com, you may access and change your information at any time by visiting the area of the site where it was submitted. Cityofmonett.com is designed to minimize or eliminate the need to submit personal or personalized information more than once using single sign on technology. All notifications from us tell you how to stop receiving them. Please follow these instructions if you no longer wish to receive the e-mail messages.

#### **Section F. Use of Cookies**

Monett generally, does not use "persistent cookies." Cookies are text files, or entries in larger files, utilized to distinguish between visitors to a website, and to track information during multiple visits to a website. The City uses "temporary cookies" on some parts of cityofmonett.com, and such temporary cookies expire upon the end of the browsing session. The only time persistent cookies are used in cityofmonett.com is to remember the user login, if the user selects the "Save" option from the login page.

The use of cookies is a standard practice among Internet websites. Most Internet web browsers may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting and/or removing cookies, however, may lead to loss of functionality on those cityofmonett.com pages requiring cookies to function fully. If a user elected the "Save" option for signing in to cityofmonett.com, the cookie will contain the user's password in an encrypted form. Deleting such a cookie will require the user to login next time they visit the site (the cookie is also removed if the "Log-Off" link is selected.)

## **Section G. Security**

In certain instances, a user may have the opportunity to receive or create a password to access or submit personally identifiable information. One should not divulge a password to anyone, and the City will never ask a user for a password in a telephone call, fax, e-mail or other form of unsolicited communication. When a user is finished with an application or applications that are password protected, such user should exit the relevant page(s). If the browser used to access said password protected pages is a publicly-accessible browser, users should close down the entire session and, if applicable or possible, flush any temporary caches or other areas where such a password might be stored subsequent to use.

The City has integrated industry standard or better security measures and systems into the design, implementation and day to day operation of cityofmonett.com and its underlying servers and networks. Furthermore, the City maintains ongoing efforts to identify and/or block unauthorized intrusions into or onto cityofmonett.com, and to upload to or change information on or otherwise cause damage cityofmonett.com or the information resident hereon or submitted hereto.

## **Section H. Electronic Commerce**

Increasingly, you have the option to do business with the City over the Web including making electronic payments for goods and services. Such transactions are allowed only under tightly controlled circumstances, where there are appropriate technological and other safeguards in place to protect financial and other sensitive data.

Under statute, the City is responsible for properly securing communications that are exempt from public disclosure. Importantly, that includes financial information.

The design of the electronic commerce systems supported on the City's web site is such that financial data remains primarily with financial institutions. Wherever possible, financial information is not seen or collected by the City itself. Instead, designated banks route the data, transfer the funds and confirm payment to both you and the City. In addition, measures including but not limited to encryption are used to ensure the integrity and security of your financial information.

The provision of this information shall not be construed in any way as giving business, legal, or other advice, or warranting as fail-proof, the security of private information.

## **Section I. Third Party Links Disclaimer**

The City's web site has many links to other web sites. These include links to web sites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the City's web site and this Privacy Notice will not apply. When you link to another web site, you are subject to the privacy policy of that new site. Visitors linking to another site are encouraged to examine the privacy policy of that site.

Neither the City, nor any department, officer, or employee of the City warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his/her own risk.

## **Section J. Children's Privacy Protection**

The City of Monett believes that protecting children's privacy online is extremely important. Monett respects national and international laws, including the Children's On-line Privacy Protection Act ("COPPA"), which applies in the United States. Monett is not directed to children under 13, and does not knowingly collect personal information from children.

## **Section K. Health Care Information**

Any agency providing personally identifiable health care information via cityofmonett.com will be required to certify that its health care data handling and security procedures are compliant with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). If such data and security services are provided to such agency(ies) by a third-party provider, the agency(ies) shall be responsible for such third party's compliance with HIPAA.

## **Section L. Intellectual Property**

The content of Monett's web pages is copyrighted, and may contain some third party images/graphics that are used with permission. Users are notified, therefore, that one should presume the need to obtain permission from the copyright holder before reproducing or otherwise using images/graphics from this website.

#### **Section M. Interactive Features**

Cityofmonett.com interactive features (forums, comment boards, etc.) are not public forums and users are not anonymous. Prohibited uses include politics, advertising, and other such uses as determined from time to time. Use of language inappropriate to minors and threatening or malicious comments are prohibited. Forums are monitored regularly and objectionable content deleted.

#### **Section N. Contact Information**

If you have any questions or concerns about the City of Monett's use of your information or about this Privacy Statement, please send an email to [dorothy@cityofmonett.com](mailto:dorothy@cityofmonett.com) and note "Privacy" in the subject line.

This statement is effective on September 6, 2005