



ADMINISTRATIVE POLICY

#2016-003

Chuck

From: Chuck Stearns, City Manager

Re: Administrative Policy concerning Governmental Internet Information Privacy Act Policy In Compliance With §2-17-552 MCA

Date: August 24, 2016

State Law Citation:

§2-17-552 MCA

Whitefish Municipal Code Citation

Not Applicable

Privacy Policy

This privacy policy discloses the privacy practices for <http://www.cityofwhitefish.org/>, which is operated by The City of Whitefish. This privacy policy applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

The only personally identifiable information that is collected from you through our website is as follows:

- Email Notifications Signup Form (<http://www.cityofwhitefish.org/city-hall/email-notifications.php>) where you give us your first name, last name and email address.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to answer a question, ship an order, etc.

Unless you ask us not to, we may contact you via email in the future to tell you about new services or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.

Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site. However, we have no access to or control over these cookies.

Links

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Google Analytics

Google Analytics is a web analysis service provided by Google. Google utilizes the data collected to track and examine the use of www.example.com, to prepare reports on its activities and share them with other Google services.

Google may use the data collected to contextualize and personalize the ads of its own advertising network.

- Google Site Search (<https://cse.google.com/cse/>)
- Google Analytics (<https://analytics.google.com>)

Personal data collected: Cookie and Usage Data. Place of processing: USA. Find Google's privacy policy here.

- <https://www.google.com/intl/en/policies/privacy/>

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If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 406-863-2400 or via email at mhowke@cityofwhitefish.org.