

## Privacy

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**Action:** All County Web sites shall incorporate an appropriate privacy policy.

**What:** The Alamance County Privacy Policy shall read as follows:

### **Section A. Introduction**

Thank you for visiting the Alamance County website and reviewing our Privacy Notice. This statement addresses collection, use and security of and access to information that may be obtained through use of Alamance-NC.com. This notice covers the following topics:

### **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 website but browse, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store certain information about your visit, such as – but not limited to the following:

- The Internet Protocol Address and 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);
- The type of browser and operating system you used;
- The date and time you visited this site;
- The web pages or services you accessed at this site; and
- The website you visited prior to coming to this website.

The information we automatically collect or store is logged and used by Alamance County only to improve the content of our web services and to help us understand how people are using our services. Alamance County analyzes this information to determine how our website is being used, so that we may continually improve the site's usefulness to the public.

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

If during your visit to our website you participate in a survey, send an email, or perform some other transaction on-line, the following additional information will be collected:

- The email address, and contents of email, for those who communicate with us via email.
- Information volunteered in response to a survey.
- Information volunteered through an on-line form for any other purpose.

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 to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our website, or to forward the email to another department or agency for appropriate action.

### **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, participating in a survey, or completing an on-line form. You may choose not to contact us by email, participate in a survey or to provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse Alamance-NC.com and read or download any information provided on the site.

If personal information is requested on the website or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

If you believe that your personal private information is being used for a purpose other than what was intended when submitted, you may contact the County Web Site Manager as shown 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 Alamance County, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state or local 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.

All of the information collected at this site becomes public records that may be subject to inspection and copying by members of the public, unless an exemption in law exists.

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

#### **Section E. Nondisclosure of Certain Personal/Private Information.**

Alamance County may request or require you to provide certain personal/private information in order to facilitate your requests. You may choose not to provide this information, but if you choose not to provide it we may be unable to facilitate your requests, and you will have to facilitate your requests either in person or by mail.

#### **Section F. Review and Correction of Personally Identifiable Information.**

You can review any personally identifiable information we collect about you by using the information in the Contact Information section at the end of this Notice. You may recommend changes to your personally identifiable information you believe to be inaccurate by submitting an email or written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections.

#### **Section G. Security**

Alamance County MIS, as developer and manager of Alamance-NC.com, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by Alamance County. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via Alamance County websites.

#### **Section H. Disclaimer.**

The Alamance County website has many links to other websites. These include links to websites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the Alamance County website and this Privacy Notice will not apply. When you link to another website, you are subject to the privacy policy of that new site.

Neither Alamance County, nor any department, nor officer, nor any employee of Alamance County 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 their own risk.

### **Section I. Alamance County Contact Information.**

You may contact Alamance County MIS as follows:

To review your personal information, or request correction of your personal information, or to offer comments about Alamance County's website, or about the information presented in this Privacy Notice:

:

Web Site Manager  
Alamance County MIS  
124 W. Elm St.  
Graham, NC 27253

336-228-1312

[webmaster@alamance-nc.com](mailto:webmaster@alamance-nc.com)

**Why:** To quote Washington State Governor Gary Locke, "It is state government's added responsibility to protect the personal privacy rights of...citizens and lead the private sector by example and by law."