



# Privacy Policy

## **Personal Information**

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

We collect no personal information about you unless you voluntarily participate in an activity that asks for information (i.e., sending an email, participating in a survey, or accessing a service). If you choose not to participate in these activities, your choice will in no way affect your ability to use any other feature of our Web site.

If personal information is required on the Web site or volunteered by the user, 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 have any questions or concerns about keeping information you submit private, please contact us at [pgray@ci.sweet-home.or.us](mailto:pgray@ci.sweet-home.or.us).

## **Public Disclosure**

In the State of Oregon, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state and local government. At the same time, there are certain limited exceptions to the public's right to access public records. Both state and federal laws provide exceptions.

All information collected at this site becomes public records that may be subject to inspection and copying by the public, unless an exemption in law exists. ORS 192.420 states that: Every person has the right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.

In the event of a conflict between this Privacy Policy and state or federal law governing the disclosure of records, the state or federal law will control.

The following is a partial list of what is now considered "private" information under state and federal law. We will not disclose the following information:

- Social security number
- Driver license number
- Credit card information
- Bank account information

In some cases you may request that information you submit that normally would be considered "public" should instead be kept private. Please direct any such requests to [pgray@ci.sweet-home.or.us](mailto:pgray@ci.sweet-home.or.us).

#### **Public Records**

The information that you provide and we collect is retained in accordance with Oregon Revised Statutes (ORS) Public Records Policy 192.005 to 192.170 and 357.805 to 357.895. In some limited cases the information may be exempt from these regulations.

If you have any questions or concerns about keeping information you submit private, please contact us at [pgray@ci.sweet-home.or.us](mailto:pgray@ci.sweet-home.or.us).

#### **Email and Surveys**

If during your visit to the City of Sweet Home Web site you participate in a survey or send an email, the following additional information will be collected:

- The email address and contents of the email
- Information volunteered in response to a survey

We use your email to respond appropriately. This may be to respond to you, to address issues you identify, to further improve our Web site, or to forward the email to any other agency for appropriate action. Survey information is used for the purpose designated. Email and survey information are public records.

#### **Basic Information Collected**

When you visit the City of Sweet Home Web site, the system automatically collects and stores the following information about your visit:

- Internet Protocol Address
- Domain Name

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:

- 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
- The Web site you visited prior to coming to this Web site

The information we automatically collect is used to improve the content and delivery of our Web services and to help us understand how people are using our services and what technology they use to access our site. We analyze our Web site logs to continually improve the value of the materials and services available on our site and the ease of accessing them. We make no attempt to link the logs with the individuals that browse our site.

### **Cookies**

To better serve our users we employ the use of "cookies" to customize your browsing experience with the City of Sweet Home Web site. Cookies are simple text files stored on your computer by your Web browser. They provide a method of distinguishing among visitors to our Web site.

Cookies created on your computer by using this Web site do not contain personally identifying information and do not compromise your privacy or security. You can refuse the cookie or delete the cookie file from your computer by using your Web browser software.

### **Security**

The security and integrity of the City of Sweet Home Web site are essential for its success both to deliver services and information and to maintain the privacy of its visitors. The City uses a variety of techniques, including but not limited to authentication, monitoring, auditing, and encryption to safeguard the integrity of the City's web sites. Security measures have been integrated into the design, implementation and day-to-day practices of the network operating environment as part of our continuing commitment to security and the protection of privacy.

### **Terms of Use and Notices (Legal Disclaimer)**

The City of Sweet Home Web site has links to other Web sites. These include links to Web sites operating by other governmental agencies, non-profit organizations and educational institutions. When you link to another site, you are no longer on the City of Sweet Home Web site and this Privacy Policy will not apply. When you link to another Web site, you are subject to the privacy policy of that new site.

Please read the City of Sweet Home Web Site Legal Disclaimer that addresses other liability issues associated with the City's Web sites.