



TOWN OF NEW CANAAN WEBSITE PRIVACY POLICY

Purpose

The purpose of this Policy is to respect and protect the privacy of Users, consistent with the applicable laws of the United States and the State of Connecticut. Capitalized words and phrases have the meanings ascribed to them in the “Definitions” paragraph below.

Personally Identifiable Information

When a User visits the Website, the Town does not retain PII unless the User chooses to provide the PII. Examples of choosing to provide information include: sending an e-mail message to a Town official; participating in a survey; and responding to a feedback or “contact us” form. A Town department may request PII from a User in order to provide requested services, but the PII will be handled as it would be on an in-person visit to the Town department.

If PII is provided by a User, state and federal law may protect the PII. Users should be aware, however, that PII becomes a public record once a User provides it and, accordingly, may be subject to public inspection and copying if not protected by state or federal law. Users should also be aware that the Town could be required to disclose PII in response to valid a legal process, such as a search warrant, subpoena, or court order, or pursuant to the Connecticut Freedom of Information Act. Further, all record keepers face the possibility that disclosure of their records may be compelled in a civil, criminal, or administrative matter. Disclosures may also be necessary to protect the Town’s legal rights or during emergencies, if physical safety is believed to be at risk.

Cookies / Data That Is Automatically Collected

The Website uses Cookies. The Website automatically collects several categories of data from Users. Data that is automatically collected includes:

- The Internet Protocol address of the User’s Internet Service Provider (ISP) and/or the User’s computer;
- The Domain Name of the User’s ISP and/or the User’s computer;

- The type of browser (for example, Google Chrome and Microsoft Edge) used and the operating system of the User's computer;
- The date and time a User visited the Website;
- The web pages accessed on the Website, as well as any applications and forms used; and
- If a User linked to the Website from another site, the address of that other site.

In general, the Town uses Cookies to improve the content and useability of the Website. Cookies can tell the Website if a User has visited before. Cookies may be used to deliver content that is specific to a User's interests and to improve or modify the appearance of content based upon when and where a User visits the Website. The Town also uses the data from Cookies to identify site performance needs, to ensure compatibility of the Website with the technology of Users, and to add and improve services offered on the Website. In furtherance of those goals, from time to time, the Town may conduct statistical analysis of the aggregated data collected from Cookies.

The Town does not collect data for commercial or marketing purposes, and does not sell, exchange or otherwise distribute the data collected by the Website for commercial or marketing purposes.

Linked Sites / Disclaimer

Linked Sites include sites operated by other government agencies, non-profit organizations and private businesses. When a User accesses a Linked Site, the User leaves the web space controlled by the Town and this Policy ceases to apply. The Town makes no representations whatsoever about the security, confidentiality or privacy protection protocols of Linked Sites. The Town expressly disclaims any and all responsibility and liability associated with a User's use of, and information submitted to, a Linked Site.

Policy Revision and Notification of Changes

The Town will update this Policy as new services and features are added. The Town will advise Users about updates and changes through notices on this page. Any information collected under the current Policy will remain subject to these terms. Information collected after any changes take effect will be subject to the revised Policy.

Definitions

“Cookie” means a piece of data from a website that is stored within a web browser that the website can retrieve at a later time. Cookies are used to tell a server that a visitor returned to a particular website. When a visitor returns to a website, a Cookie provides data and can allow the website to display selected settings and targeted content.

“Linked Site” means a site that is sponsored or maintained by anyone other than the Town and that can be accessed via a link on the Website.

“Personally Identifiable Information” or “PII” means any information that could reasonably be used to identify a User. Some examples of PII are a person's name, date of birth, residence address, mobile phone number and e-mail address.

“Policy” means this Website Privacy Policy.

“Town” means the Town of New Canaan.

“User” means a visitor to the Website.

“Website” means the website sponsored by the Town: www.newcanaan.info.