### **PRIVACY POLICY**

The Town of Suffield provides this official website as a public service. Visitors to this site agree to abide by the terms and conditions contained herein.

#### **Use of Personal Information**

It is the policy of the State of Connecticut that all government records are open for public inspection as provided in the Connecticut General Statutes, which may be amended from time to time. When you use our site, you are acknowledging that personal information you provide is subject to Connecticut's Public Records laws as stated in the Connecticut General Statutes. We may be required to disclose that information under certain circumstances.

We do not collect any personal information unless you voluntarily provide it by sending us e-mail, participating in a survey, or completing an on-line form. Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information it is used only for the purpose stated at the time of collection.

### **Cookies**

A cookie is a small text file stored by your browser that allows the website to "remember" your preferences (such as calendar settings and site bookmarks) on the site from visit to visit, or to maintain your "logged in" status when visiting protected areas. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Web browsers have settings allowing you to reject cookies, or selectively accept cookies, or delete cookies previously accepted. Please be aware that rejecting or deleting cookies from our website may make certain functions unavailable to you.

Our platform uses several different categories of cookies:

## Necessary for the operation of the site

Certain cookies are necessary for the operation of the site. For example, certain cookies are used to help keep track of your session status. This makes it possible for you to stay logged into the site as you move from page to page.

#### **User Preferences**

We may use cookies to store certain user preferences that you make as you use our site. This allows your preferences to be used when you visit the site at a future time.

### **Tracking**

We use cookies and other tracking technologies to track what pages you visit and how long you stay on a page. We use this information to measure how our site is used and to improve our product. We also use this information to track what users have received administrative notices so we can only show these notices to each user once.

# **Log Files**

Like most standard website servers, we use website statistic packages such as Google Analytics to analyze trends in how our website is accessed and utilized. Information monitored includes internet protocol (IP) addresses, geographic location of visitors (country, city), browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, time spent on pages, and keywords used to find our site via search engines. This information is anonymous and cannot be directly linked to individual users. We may use it to identify high-use or low-use areas of the site, pinpoint problem areas of the site, analyze broad demographic trends in our visitors, and make decisions about how to make it easier for people to find and navigate our website.

#### Links

This website may contain links to other sites. Please be aware that we are not responsible for the 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 each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

## **Security**

This website takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact info or credit card info) via online forms, registration, or online purchase, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure

environment. Under no circumstances are credit card numbers permanently stored on our website servers.

# **Disclaimer Regarding Accuracy of Information**

Users of the official website of the Town of Suffield are advised that information contained within the pages of this site is believed to be accurate. With respect to data available from this site, the Town makes no warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights.

The information contained in the data is dynamic and will change over time. It is the responsibility of the data user to use the data appropriately and consistent within these limitations. Although the data has been processed successfully on a computer system within the Town of Suffield, no warranty, expressed or implied, is made regarding the utility of the data on another system or for general or scientific purposes, nor shall the act of distribution constitute any such warranty. This disclaimer applies both to individual use of the data and aggregate use with other data.

#### **Contact Information**

If users have any questions or suggestions regarding our privacy policy, please contact us at: **webmaster@suffieldct.gov**