

Website Privacy Notice

Purpose: Clarkston Town is committed to protecting the privacy of those accessing its website. The purpose of this policy is to inform those accessing the Clarkston Town website about the collection and use of personally identifiable information of its users.

Scope: This privacy policy statement applies to the Clarkston Town website.

Definition of Personally Identifiable Information: For the purposes of this policy "personally identifiable information" means any information collected online that could serve to identify an individual, such as:

- First and last name
- Physical address
- Email address
- Phone number

Collection of Information: The following information may be automatically collected and retained if you look or search through our webpage, or download information:

- The Internet domain and Internet Protocol (IP) address of the computer you are using to access our site;
- The type of browser and operating system used to visit our site;
- The date and time of when you access our site; and
- Which portions of the website you visit

The data collected serves as part of our statistical analysis about the use of our website so we may better design online services and improve access to them. We do not attempt to gain personally identifiable information about individual users and associate it with IP addresses unless explicitly stated as part of a government agency service. Clarkston Town does not use the information automatically collected to ascertain your personally identifiable information. Clarkston Town may detect user IP addresses for providing location-based user information and services. Clarkston Town does not maintain or collect user IP addresses or disclose such addresses to any third parties.

Except where specified, you do not have to provide personally identifiable information to visit or download information from the Clarkston Town website. Unless you choose to make your personally identifiable information available to us, Clarkston Town does not collect such information from you. Clarkston Town does not use or place spyware on your computer. Be aware that government agencies may request personally identifiable information from you in order to perform requested specialized services.

How Personally Identifiable Information Is Used By The Governmental Entity: Email or other information requests sent to a Town website may be saved and used to respond to the request, forward the request to the appropriate agency, communicate updates to the Town site

that may be of interest to citizens, or provide the Town web designer with valuable customer feedback to assist in improving the website.

Any personally identifiable information an individual provides to a Town site will be used solely by the Town, its entities, and third party agents with whom it has contracted to perform a state function on its behalf, unless the information is designated as public record by an agency as authorized under the "Government Records Access and Management Act" (GRAMA), and the Town's website provides conspicuous notice that such information is subject to public access.

Collection and Use of Information - Children's Personally Identifiable Information: Except as otherwise permitted by law, Clarkston Town does not knowingly collect and use or disclose the personally identifiable information of a child under the age of 13.

Personally Identifiable Information Available or Collected from Town Website:

Information collected is subject to the access provisions of GRAMA and other applicable sections of the Utah Code, federal regulations, and federal law. Consequently, certain communications may be subject to public disclosure; however, in these instances you will be notified on the agency website under the conditions described below in "Town Agency Privacy Policies and How They Relate to This Policy."

All records that are prepared, owned, received, or retained by a governmental entity that may be reproduced by certain means are considered public, unless they are private, controlled or protected as outlined in GRAMA, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Information that is generally considered public record under GRAMA - and not made confidential elsewhere in the Utah Code or by federal law - may be subject to electronic access through the Town website.

Personally Identifiable Information is used by the Town for the purpose of conducting official Town business. A governmental entity may share Personally Identifiable Information with another governmental entity if it is designated as a record that is private, controlled, or protected as described in Section 63-2-206 unless such data sharing is expressly prohibited, authorized or required by federal law, state law, or federal regulation. In some instances a Governor's directive or executive order may limit or prohibit data sharing even though Section 63-2-206 may permit such data sharing.

Data Security and Quality: Clarkston Town is committed to data security and the data integrity of Personally Identifiable Information available from or collected by the Town website. The Town has taken precautions to protect personally identifiable information from loss, misuse, or alteration. Any authorized third parties responsible for this information are committed to the same principles, and are required by contract to follow the same policies and guidelines as the Town in protecting this information. Visitors should be aware; however, that even though protections are in place, the Town cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

Procedures for Access by the User To View Or Correct Personally Identifiable

Information: Unless otherwise prohibited by State law, federal law, or federal regulation, an

individual may access and correct Personally Identifiable Information whether or not the inaccuracy was created by accident, unauthorized access, or a change in circumstances. The Town also reserves the right to use any legally appropriate measures to prevent, monitor, and investigate any attempt to deface, delete, or otherwise tamper with or abuse the website, server, database, information system, or other Town technology asset.

State Agency Privacy Policies and How They Relate to This Policy: A privacy policy issued by the Town for its website may provide additional detail to, but not conflict with, this privacy policy, except as required by an applicable State law, federal law, or federal regulation. The Town or organization who collects or uses Personally Identifiable Information in a manner inconsistent with this policy as a result of an applicable State law, federal law, or federal regulation, will adopt and issue a privacy policy of its own. The privacy policy it issues shall describe how its collection and use of personally identifiable information differs from the State's practices as set forth in this policy. The agency's privacy policy will be conspicuously posted for your review. The privacy policy issued by the agency or organization will apply to its own website. In addition to this policy, we also recommend that you refer to the applicable agency privacy policy to obtain a description about how your personal information is collected and used.

An agency may not substitute its own privacy policy for this policy, unless a state law, federal regulation or federal statute requires an agency to treat personally identifiable information in a way that is inconsistent with this policy. In this case, an agency may opt-out of the specific provision of this policy which conflicts with the state statute, federal regulation, or federal statute. If that occurs, the remainder of the provisions of this policy shall apply to the agency.

A full description of how agencies are to inform you if your personal information is treated any differently than as described in this policy is provided in R895-8 of the Utah Administrative Code, which governs the actions of state agencies.

Non-Town Website: Visitors may link to various websites from the Clarkston Town website. The Town is not responsible for the privacy practices or content of external websites. Many of these sites, particularly those in the private sector, may not be subject to GRAMA, other sections of the Utah Code, or federal law. Those visiting external sites are advised to check the applicable privacy statement and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Changes to and Versions of the Privacy Policy: This privacy policy may be changed at any time; any changes will be posted on this web page. The version number and date the policy was last revised will be noted on the policy. Information collected while a particular version of this policy is in effect will be handled in accordance with that version. If you have questions, comments, or concerns, please contact us.