

Website Privacy Policy

Reference #: P-087

Version: 1

Status: Published



PURPOSE

The Weber Area 911 and Emergency Services District (“District”) is committed to protecting the personal information of those accessing its website and those accessing District services in person. The purpose of this policy is to comply with the requirements of Utah Code § 63D-2-103 and to inform those accessing the District website and those accessing government services in person regarding the collection and use of personally identifiable information.

Each District website should contain the provisions of this privacy policy or a link to this privacy policy.

DEFINITIONS

- A. “Cookies” are small files of information that a web server generates and sends to a web browser. Web browsers store the cookies they receive for a predetermined period of time, or for the length of a user's session on a website. They attach the relevant cookies to any future requests the user makes of the web server.
- B. “Personally identifiable information” means any information relating to an identified or identifiable individual who is the subject of the information. This information could include information that identifies a user by name, account number, physical or mailing address, email address, telephone number, Social Security number, credit or debit card information, or bank account information. This information may include any combination of the above or other personal information that could be used to determine identity.
- C. “Persistent cookies” are cookies that are stored on a user’s device and can store information that can be used across multiple browsing sessions.
- D. “Temporary cookies” are cookies that are used to maintain information about a user's activity during a single browsing session.

POLICY

A. Privacy Notice:

The District understands the importance and sensitivity of your personal information, and we have security in place to protect it. Access to your information is limited to those who need it to perform assigned tasks. The District restricts access to work areas and uses security measures and password-protected computer systems to keep your personal

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information secure. We follow federal and state laws that govern the use of your personal information. We use your information in written, oral, and electronic formats (and allow others to use it) only as permitted by federal and state laws.

B. Personally Identifiable Information Not Routinely Collected:

Visitors to the District website do not need to routinely provide personal information to visit the website or to download information. Government agencies may request personally identifiable information from you to provide requested specialized services, but such information is handled the same as it would be if obtained during an in-person visit to a government office.

The District does not collect any personal information from visitors to our site unless a visitor explicitly and intentionally provides it. Under no circumstances do we collect any personal data revealing political opinions, religious or philosophical beliefs, health status, or sexual orientation. If you are simply browsing our site, we do not gather any personal information about you.

C. Information We Gather from You:

The District only collects personally identifiable information that is required to provide services. You can decline to provide us with any personal information on the website or in person at any time. However, if you choose to withhold requested information, we may not be able to provide you with the services you desire.

There are several ways in which you affirmatively provide us with, and consent to our collection of certain personal information:

User Submissions - Some of the District's online services allow users to submit suggestions, comments, or requests to us. This could be by emailing us, filling out an online form to provide comments and suggestions, or reporting a problem. This data may include personally identifiable information such as name and email address. We will use the information you send us to respond. We may also direct your message to another government agency that can help in addressing your request.

User Accounts - Some digital services involves the creation of user accounts. Creating an account may involve the submission of personally identifiable information. This could

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include a username, password, email address, mailing address, telephone number, full name, employment, and other information.

The District will make every reasonable effort to protect your privacy. It restricts access to your personal identifiable information to those employees that will respond to your request or inquiry. The District does not intentionally disclose any personal information about our users to any third parties inside or outside the District except as required by law or to provide a service for which the District has contracted with a third party.

D. Information We Automatically Collect and Receive:

Like most other websites, the District's website collects certain information automatically and stores it in log files. The information may include internet domain and internet protocol (IP) addresses of the device or network you are using to access our site, the region or general location where your computer or device is accessing the internet, browser type and operating system used to visit our site, the date and time of when you access our site, other usage information about the use of the District's website, and information on the history of the pages you view. This information does not identify you personally. We do not collect this information to provide targeted advertising. The data collected serve 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 analyze traffic to our services in various ways, including using third-party services.

Use of Cookies – the District's website uses persistent and temporary cookies. The use of cookies is a standard practice among Internet websites. Most Internet web browsers may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting and/or removing cookies, however, may lead to loss of functionality on selected pages requiring cookies to function fully.

E. Access to Personally Identifiable Information from Governmental Websites and the Governmental Records Access and Management Act:

The District is a public governmental body subject to Chapter 2, Title 63 of the Utah Code, the law entitled the Government Records Access and Management Act (GRAMA). Information about GRAMA can be found on the Utah State Legislature website at <https://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>. If an appropriate request is made to the District for information that is subject to disclosure under Chapter 2, and not

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private, controlled, protected, or made confidential elsewhere in the Utah Code, the District may be required to disclose the information requested, even if it may include your personally identifiable information.

F. Use of Email Addresses:

E-mail addresses obtained as a result of a request to the District website will not be sold or provided to private companies by the District for marketing purposes. E-mail or other information sent to the District website may be maintained in order to respond to the request, forward that request to the appropriate department, communicate updates that may be of interest to citizens, or to provide the District web designer with valuable customer feedback to assist in improving the site. Individuals will be provided with the ability “opt out” at any time of any communications regarding new service updates.

G. Third-Party Services:

The District contracts with third parties for certain services such as web traffic monitoring, website optimization form submissions, and workflow tools and financial transactions. Some user accounts created on contracted third-party systems may be linked with other third-party websites, such as social media networks. To link your accounts, you must provide your display name or user ID to those third-party websites. You may also be required to engage in an authorization process with each of those websites. We do not receive or store your password from those websites.

Whenever you use a third-party service, you are also agreeing to that service’s Privacy Policy. The District’s website uses YouTube API Services to help retrieve and display YouTube videos and video information. The data used is all publicly available information, including the following for videos and playlists: titles, descriptions, IDs, channel IDs, and thumbnails.

Usage of YouTube videos and YouTube video information is subject to the YouTube terms of service (www.youtube.com). The District does not access, use, or collect any personal information in its use of YouTube API Services, but Google may do so. Please see Google Privacy and Terms (<https://policies.google.com/privacy?hl=en-US>) for more information on how Google might use your personal data when interacting with its services.

H. What Happens After You Provide Personal Information:

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Our intention in collecting information is to provide users with smooth and efficient District service experiences. We generally respond to any e-mail questions, requests for services, and other inquiries that we receive. We may retain this correspondence to improve our services, our website, and for other disclosed purposes. We may retain contact information so that we can send individual updates or other important information.

I. **Data Security:**

The District is committed to data security and the data integrity of personally identifiable information that is either available from or collected by governmental websites and takes reasonable precautions to protect personally identifiable information from loss, misuse, or alteration. We maintain physical, technical, and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personal data to those employees who need to know that information to provide benefits or services to you. When a District application accepts credit cards or any other particularly sensitive information for any of its services, it encrypts all ordering information, such as your name and credit card number, to protect its confidentiality. As with any transmission over the Internet, there is always some element of risk involved in sending personal information.

Unless otherwise prohibited by state or federal law, rule or regulation, an individual is granted the ability to access and correct personally identifiable information whether the information inaccuracy was accidental or by created unauthorized access. Visitors should be aware, however, that even though protections are in place, the District cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

J. **Non-District Websites:**

Various web sites may be linked to District websites. Many of these sites, including private sector sites, are not subject to GRAMA and may also not be subject to other sections of the Utah Code or federal law. Visitors to those sites are advised to check the privacy notices of these sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. Visitors may want to consult guidelines on protecting your personal information such as those recommended by the Privacy Alliance, at <http://www.privacyalliance.org/protection/>. The District is not responsible for the privacy practices, privacy notices or content regarding these other sites.

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K. Information Storage:

Retention of records obtained from the District's website and other sources follows the District's records retention schedule. Retention timelines can vary depending on what kind of information you provide.

L. Sharing Information:

We may share information or statistics with third parties or the public in an anonymous form that does not directly identify you. This would typically be done to assess an online service. No personally identifiable information would be released. Additionally, if a user is having issues with an online service, we may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

M. If We are Required by Law to Disclose Information:

Under certain circumstances we may be required by law to disclose certain information to law enforcement authorities. Suspicious email, electronic threats, unauthorized access or any information on illegal activity may be provided to the appropriate authority.

N. Children's Information:

The District does not knowingly collect personal information from children under 13 years of age. However, we also do not try to determine whether a visitor is underage, therefore users should be aware that personally identifiable information submitted to the District by minors will be treated as information given by an adult and may become subject to Public Records Requests as controlled primarily by GRAMA. If you are a parent or legal guardian of a child under the age of 13 who you believe has submitted personal information by use of our Services, please contact the District's Directory.

O. Changes to this Privacy Notice and Security Policy:

The District may change this Privacy Notice from time to time and reserves the right to do so without notice.

P. How to Contact Us:

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Questions regarding this Privacy Notice should be directed to the District's Director. Please specify in the subject line of your e-mail "Privacy Notice". You may also contact us at the following:

Weber Area 911 and Emergency Services District
2186 Lincoln Avenue
Ogden, Utah 84401
(801) 395-8221