

# Website Disclaimer and Privacy Policy

## Privacy Policy for the Official Website of the Town of Bristol, Maine

Individuals who visit the Town of Bristol website are important to us. Because visitors to our website are important, we do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the website was created.

### Public Disclosure

All information collected on the Town of Bristol website will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 MRSA Chapter 13.

## PRIVACY STATEMENT

### Visitors to the Town of Bristol Website

We may collect some or all of the following information about visitors who view or download information from our websites:

#### Date

Date the visit occurred

#### Time

Time the visit occurred

#### Client IP Address

Internet Protocol (IP) address of the website visitor. The IP address recorded is normally that of the visitor's internet service provider, e.g., aol.com if the visitor connects from an America Online Account.

#### Server IP

Unique Internet Protocol (IP) address of the municipal web server accessed.

#### HTTP Status

Hyper Text Transfer Protocol (HTTP) error code E.g. "404 Requested Page Not Found".

#### HTTP Request

Identifies the web page or file requested by the website visitor.

#### Bytes Sent

Amount of data sent from the web server to the website visitor during that connection.

#### Bytes Received

Amount of data sent from website visitor to the web server

#### User Agent

Type of web browser or other client software that made request to the web server.

#### Referrer

Uniform Resource Locator (URL) that referred to the requested file.

**Protocol Version**

Version of HTTP used by the visitor's web browser software.

The information we collect is used to improve the content of our web services and help us understand how people are using our services. We analyze our website logs to continually improve the value of the materials available on our site. The information in our website logs is not personally identifiable, and we make no attempt to link it with the individuals that browse our website.

**Personally Identifiable Information**

"Personally identifiable information" is information about a person that is readily identifiable to that specific individual. It includes, for example, an individual's name, street address, e-mail address, or phone number.

Personally identifiable information will not be collected unless you voluntarily send an e-mail message, fill out and send an online form, or fill out personal information and send in a survey. Your choice not to participate in these activities will not impair your ability to access certain information or obtain a service online.

Unless specifically protected under Maine State or Federal Law, any information provided may be inspected by the public or disclosed in a legal proceeding.

**E-mail Senders**

E-mail messages, sent to the Town of Bristol Website or individual Town email addresses, will be treated the same as any other written communication. They may be subject to public inspection or legal disclosure and may be saved for a period of time before they are destroyed. E-mail or other information requests sent to the municipal website or individual Town email addresses may be maintained in order to respond to the request, forward that request to the appropriate agency, or to provide the web designer with valuable customer feedback to assist in improving the site. E-mail addresses obtained as a result of a request to the municipal site will not be sold or given to private companies for marketing purposes.

**Electronic Form Filers**

Any other information provided by a visitor at the request of the Town of Bristol, such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to the agency. Information provided may be subject to public inspection and legal disclosure and may be saved for a period of time before it is destroyed.

## **Surveys**

Surveys will be used for the purpose stated. If personally identifiable information is collected it may be subject to public inspection and legal disclosure and may be saved for a period of time before it is destroyed.

## **Email Subscribers**

The Town of Bristol collects, retains and utilizes the email address of website visitors only when they volunteer to subscribe to agendas, minutes, and/or bulletins on the municipality's website. The information is used to administer subscriber accounts and to provide documents requested by Email Subscribers.

## **Cookies**

Definition: Cookies are small text files that a web server may ask your web browser to store, and to send back to the web server when needed. Cookies may be used to store a transaction identifier or other information a user may provide.

**We do not use cookies in order to track your visit to our website.**

## **Changes to Policy/Statement**

We will post any substantive changes in this privacy policy at least 30 days prior to the change taking effect. Any information collected under this current policy will remain bound by the terms of this privacy statement. After the changes take effect, all new information collected, if any, will be subject to the revised privacy statement.

## **Disclaimer**

Neither the Town of Bristol, nor any agency, officer, or employee of the Town of Bristol warrants the accuracy, reliability or timeliness of any information published on the Town of Bristol website, nor endorses any products or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk. Various websites may be linked through the Town of Bristol website. Visitors to those sites are advised to check the privacy statements of those sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

## **Contact Information**

To offer comments about the Town of Bristol website or about information presented in this Privacy Statement, contact Jessica Westhaver at 207-563-5270 or by email at [JWesthaver@bristolmaine.org](mailto:JWesthaver@bristolmaine.org).