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Subject: Website Policy: Privacy Policy	Effective Date: 3/27/13 Revision Dates:	Approval Board of Chosen Freeholders

I. **PURPOSE**

To inform website visitors about how Morris County addresses collection, use and security of, and access to information that may be obtained through the use of Morris County websites.

When posting policy verbiage on any website, [agency or web site name] shall be replaced with the name of the specific department, agency, board, commission or authority that has content control of the website.

II. **POLICY**

The following verbiage shall be posted on all public-facing and internal county websites, including those of any County department, agency, board, commission or authority:

This statement addresses collection, use and security of and access to information that may be obtained through the use of the Morris County [agency or web site name] web site. This notice may be modified from time to time without notice, so please check back periodically. This notice covers the following topics:

- A. Information collected and how it is used
- B. Personal information and choice
- C. Public Access to information
- D. Cookies
- E. Security
- F. Disclaimer
- G. Contact Information

A. Information Collected and How It Is Used

Automatically Collected and Stored Information

If you do nothing during your visit but browse through the web site, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store the following types of information about your visit:



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- The domain name and IP address of the computer you used to access our site;
- The type of device, browser, operating system, and display resolution used to access our site;
- The date and time of your visit;
- The pages you visit and how long you stay on each page;
- The domain name and IP address you came from when you accessed our site (referrer);
- The 'search terms' entered by our visitors

We use this information to help us make our site more useful to our visitors - to learn about the number of visitors to our site, the type of technology our visitors use, and the information they are looking for when visiting our site. We do not track or record personally identifiable information about individuals and their visits.

If You Send Us Personal Information

If you choose to provide us with personal information (for example, you send an e-mail to a County employee), or you fill out a form with your personal information in it and submit it to us through this web site, we will use that information to respond to your e-mail and to help us get you the information you requested. We will only share that information with another governmental agency if your inquiry requires us to contact that agency to provide an answer to your inquiry. We do not create individual profiles with the information you provide nor will we give your information to any individuals, governmental agencies, private organizations, or commercial enterprises unless required to do so by any law, including the NJ Open Public Records Act.

B. Personally Identifiable Information (PII) and Choice

You may choose whether to provide personally identifiable information on-line.

"Personally identifiable information" (PII) is information about a natural person that is readily identifiable to that specific individual. PII includes such things as an individual's name, address, and phone number. A domain name or IP address is not considered personally identifiable information.

We collect no PII about you unless you voluntarily provide it to us by sending us e-mail, participating in a survey, or completing an on-line form. You may choose not to contact us by e-mail, participate in a survey, or provide any PII using an on-line form. Your choice not to participate in these activities will not impair your browsing of the Morris County [agency or web site name] web site, nor will it preclude you from reading or downloading any information provided on our web site.



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Privacy Warning

E-mail is not a secure medium. Personally identifiable information sent via the Internet can be intercepted. You may, therefore, wish to reconsider the advisability of sending messages that contain sensitive, personal information to e-mail addresses on this web site. Morris County recommends that only secure sites or secure electronic media methods are used if you are sending us PII.

The Morris County [agency or web site name] has no intention of releasing 'personal information' sent to us voluntarily, but may be required to do so pursuant to a request under the Right to Know law, the common law Right to Know, the Open Public Records Act, or other State or Federal law or pursuant to court order.

If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact the Director of the Morris County [agency or web site name].

Kids Pages

The Morris County [agency or web site name] is especially concerned about protecting children's privacy. We hope parents and teachers are involved in children's Internet explorations. It is particularly important for parents to guide their children when children are asked to provide personal information on-line. Any Morris County [agency or web site name] web site pages for children do not ask children to provide any information to us.

C. Public Access to Information

In the State of New Jersey, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state or local government agencies. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided in both State and Federal laws.

All the information collected at this site becomes public record that may be subject to inspection and copying by members of the public, unless an exemption in law exists.

D. Cookies

This site does not use cookies. Cookies are simple text files stored on your computer by Internet web sites to improve your future visits and enhance customer service. Should the Morris County [agency or web site name] choose in the future to use cookies, they



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will not contain personally identifying information and will expire at the end of the web-surfing session or after a fixed period of time.

E. Security

The Morris County [agency or web site name], as developer and manager of this web site, has taken several steps to safeguard the integrity of its data and to prevent unauthorized access to information maintained. These measures are designed and intended to prevent corruption of data, to block unknown or unauthorized access to our network, systems and information, and to provide reasonable protection of private information in our possession.

Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features, or to utilize this system for other than its intended purposes are prohibited.

F. Disclaimer

The Morris County [agency or web site name] web site and materials may contain hyperlinks to other Internet sites which are not owned, operated, controlled, or reviewed by the Morris County [agency or web site name]. These links are provided solely as a courtesy and convenience to you, the visitor. When you link to one of these sites, you are no longer on the Morris County [agency or web site name] web site and this Privacy Notice will no longer apply. When you link to another site, you are subject to the privacy policy of that site.

G. Contact Information

Please direct any questions about this policy, or the Morris County [agency or web site name] web site in general, to the Morris County Office of Public Information.

III. APPLICABILITY

This policy shall be posted on, and apply to, all public-facing and internal county websites, including those of any County department, agency, board, commission or authority.