

Mechanic Falls Web Site Privacy Policy

Introduction:

A municipally maintained web site now has the obligation under the provisions of Title 1, M.R.S.A., LD 1681, now PL 321. Entitled "An Act Relating to Personal Privacy and Governmental Information Practices," to develop and post on municipal Internet sites their policy with regard to privacy.

"Each public entity that has a publicly accessible site on the Internet associated with it shall develop a policy regarding its practices relating to personal information and shall post notice of those practices on its publicly accessible site on the Internet."

Privacy policies must reflect the services and structure of individual web sites. Municipal sites that only post meeting agendas and office hours will have a very different privacy policy than one that posts assessment records and collects taxes and parking tickets online. Mechanic Falls' site is of the simpler format (non-transaction).

Our policy addresses the following: 1) notice of what information is collected, 2) who collects it, 3) what is the purpose for collecting it, 4) give a choice about collection and consequences if not collected, 5) note access and/or security for information collected, 6) notice of change policy, and 7) contact information.

Individuals who visit the Mechanic Falls web site are important to us. Because visitors to our site 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 site was created.

Public Disclosure:

All information collected on the Mechanic Falls website will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 M.R.S.A., Chapter 13.

Privacy Statement:

"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.

When personal information is stored by The Town of Mechanic Falls, it is kept in a secure location where it is accessible only to authorized employees and agents of the Town.

E-mail messages, sent to the Town of Mechanic Falls, 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 state website 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 Town site will not be sold or given to private companies for marketing purposes.

Any other information provided by a visitor at the request of the Town of Mechanic Falls, 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.

Like most Internet sites, our web site reads some information from your computer that helps us analyze traffic patterns, perform routine maintenance, maintain site security, and to help you navigate through our site. Generally the information we collect is temporary and when you leave the site this information is deleted from our system. The only information the Town automatically collects and maintains is the following:

- Total number of visitors to our site
- Types of computer systems used to access our site
- Web browser type and version
- Date and time of access
- The web site you visited prior to coming to this web site
- Information about possible system security threats.

Occasionally the town may have a survey on the web site that only allows a visitor to vote only once. In order to keep track of whether you have voted, a cookie (a simple text file) will be created and stored on your computer.

This cookie is created on your computer by voting on the survey. It will not contain personally identifying information and will not compromise your privacy or security. The only information that is contained is the name of the survey and how you voted. This cookie will remain on your computer for the duration of the survey. The cookie has an expiration date. When that date occurs it will be deleted from your computer.

This privacy policy does not apply to web sites operated by third parties that you may access through a link from our web Site.

Information Disclaimer:

The Town of Mechanic Falls has made reasonable efforts to ensure the accuracy of the information provided in this web site. However, due to the possibility of unauthorized access to this site, data transmission errors, changes to source material made since the last update to the site, or other human or mechanical errors, the information contained on this web site should not be deemed reliable for legal purposes. Please contact the Town Manager of Mechanic Falls to verify the accuracy of the information.

The "help" portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies or how to disable cookies altogether. However, cookies allow you to take full advantage of many of the information resources of our site, and we recommend that you set your web browser to accept cookies.

You can refuse the cookies or delete the cookie file from your computer by using any of the widely available methods.

Changes in Policy:

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 policy. After the changes take effect, all new information collected, if any, will be subject to the revised privacy policy.

Contact:

If you have questions about this policy, please contact the Town Manager between 8:00 a.m. and 5:00 p.m. (EST) at 207-345-2871.

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