

05. INFORMATION MANAGEMENT

5.2. Internet Privacy and External Links

BOS Approved – June 6, 2018

5.2.1. Purpose. To publish Fluvanna County's Internet Privacy and External Links Policy for its website and web pages at addresses beginning with "www.fluvannacounty.org/". This is intended to explain our current internet privacy and external link practices, but shall not be construed as a contractual promise. We reserve the right to amend our policy at any time without notice.

5.2.2. Virginia Law. The County maintains and protects records in accordance with responsibilities and obligations as defined by applicable Virginia statutes, including, but not limited to, the Virginia Freedom of Information Act (VFOIA), and by any applicable U.S. federal laws.

5.2.3. Information We Collect

A. When you access the County website, the following information is collected:

- Internet Protocol (IP) address
- Type of browser used
- Date and time of the visit
- Web address from which you accessed the County website
- Addresses of the pages on this website that you visit

B. No other information is collected through the website except when deliberately entered and sent to the County. Examples of information voluntarily provided to the County:

- When sending email: Sender's name, sender's e-mail address, and content of sender's message.
- When completing online forms: all the data entered on the form and submitted.

5.2.4. How the Collected Information Is Used

A. Routing information is used to route the requested web page to an individual's computer for viewing. The requested web page and the routing information is sent to the County internet service provider or other entities involved in transmitting the requested page. The County does not control the privacy practices of those entities. Essential and nonessential technical information helps the County respond to requests in a personalized manner and helps the County plan website improvements. Information may be kept indefinitely, with no intent to obtain any information to link it to the individuals who browse the website. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation. In such cases these logs may be forwarded together with any other relevant information in our possession to County Information Technology staff, or law enforcement officials, when appropriate. This transaction-routing information is primarily used in a statistical summary type format to assess site content and server performance.

B. Optional information enables the County to provide services or information tailored more specifically to individual needs, or to forward messages or inquiries to another entity that is better able to do so and contributes to website improvements. Optional information is retained in accordance with the Virginia Public Records Act and the records retention schedules at the Library of Virginia.

C. Under the VFOIA any records in the County's possession at the time of a FOIA request might be subject to inspection by, or disclosed to, members of the public. However, all identifiable confidential/personal information that is legally allowed will be removed prior to releasing the routing information.

5.2.5. Choice to Provide Information. There is no legal requirement for an individual to provide any information at the website. However, the website will not work without routing information and the essential technical information. Failure of an individual's browser to provide nonessential technical information will not prevent use of the website, but may prevent certain features from working completely/properly. Failure to provide optional information will mean that the particular feature or service associated with that part of the web page will not be available.

5.2.6. External Links. The County website provides some external links for conduct of business related to you as a resident of the County, such as a link for paying certain amounts owed to the County or registering to vote in Virginia elections. Sites linked for conducting County business collect other essential information. As noted above, your decision to complete any information requested by any such site is up to you. The County website may provide other links to external sites such as those providing information about cultural, educational, and recreational opportunities and activities and other resources in Fluvanna County.

A. The presence of external links to third party websites other than those for conducting official business, such those noted above, should not be taken as an endorsement by the County of these sites or their content. The existence of these links should not be interpreted as County sanction, approval, or authorization of the information on, or the information that is obtainable through these other sites. ***The County makes no guarantee or warranty, express or implied, concerning the content or accuracy of any material on any third party sites, including sites such as those noted above for conducting official business. Nor does the County ensure the protection of the privacy of any information provided to, or from, any such sites. Such cannot be guaranteed by the County since the County does not control and has not constructed such sites.***

B. The County website and all links are subject to control by the County. Except as expressly permitted by the County, no link (explicit or implied) may be created from *Fluvannacounty.org* without County approval. Such request or approval may be in any written form, including email correspondence.

C. The County reviews all requests for links from the County's website to other websites based on the following criteria and conditions:

1. The website link will assist Fluvanna County in fulfilling its stated mission or has a natural affinity with, and is consistent with, County goals, policies, and mission.

2. The County has adequate availability of system resources and personnel to monitor the proposed link.

3. The requested link has a relationship of sufficient importance to the ordinary and necessary functioning of the County.

4. The material contained on the linked site is significant and timely.

5. The external website is operational and generally available.

D. The County generally does not link to:

1. Political candidate sites or sites advocating a position on County, political, or religious issues.

2. Individual personal home pages, non-County newsletters, and opinion or editorial sites.

3. Sites with content written by many different people (e.g., chat rooms, interactive bulletin boards, etc.) which are not appropriately monitored or edited by the host or where participation criteria have not been posted on the site.

4. Sites that link to inappropriate content or illegal activities including, but not limited to: gambling, graffiti, obscene content such as X-rated descriptions or graphics, or content which offends common standards of decency and propriety.

E. Response to Requests for Links

1. When a request to link to an external website is received, the site will be reviewed to determine if it is consistent with the County mission and adopted criteria.

2. The requesting organization will be notified of the County's decision regarding the requested link. Sites that are linked from the Fluvanna County site will be reviewed periodically to confirm that linked website is still complying with the County's policies.

3. The County reserves the right to modify its criteria and conditions and add or delete links at any time without notice.

5.2.7. Legal Disclaimer. Fluvanna County provides this website information and services "as is" without warranty of any kind, either expressed or implied. The County does not warrant the accuracy, authority, completeness, usefulness, timeliness, or fitness for a particular purpose of its information or services. The County, its officials and employees, shall not be liable for any loss or injury caused in whole or part by its negligence, contingencies beyond its control, loss of data, or errors or omissions in the web site information or services.