

**TOWN OF TIMNATH, COLORADO
RESOLUTION NO. 3, SERIES 2016**

**A RESOLUTION ADOPTING THE
WEBSITE PRIVACY POLICY**

WHEREAS, the Town Council of the Town of Timnath (“**Town**”) pursuant to C.R.S. § 31-15-103, has the power to pass resolutions; and

WHEREAS, the Town operates and maintains the Town website, www.Timnath.org (the “**Website**”); and

WHEREAS, the Town desires to set forth and enforce certain policies regarding the privacy of information voluntarily provided to and collected by the Website in order to protect the privacy of users of the Website and promote a safe and usable website; and

WHEREAS, attached hereto as **Exhibit A** is the Town of Timnath Website Privacy Policy (“**Policy**”); and

WHEREAS, the Town Council is familiar with the Policy and finds it to be in the best interest of the Town, the residents within its boundaries, and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO AS FOLLOWS:

Section 1. Approval

The Website Privacy Policy is hereby approved in substantially the form as attached hereto, subject to technical or otherwise non-substantive modifications, as deemed necessary by the Town Manager in consultation with the Town Planner, Engineer, Legal Counsel, and other applicable staff or consultants.

Section 2. Truncation

The Town may revise and post truncated versions of the Policy as deemed necessary, at the discretion of the Town Manager, to provide notice to residents and ensure compliance with the Policy.

Signature page follows.

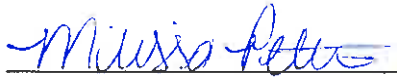
INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON JANUARY 12, 2016.

TOWN OF TIMNATH, COLORADO



Jill Grossman-Belisle, Mayor

ATTEST:



Milissa Peters, CMC
Town Clerk



Signature page to Resolution Adopting Website Privacy Policy

EXHIBIT A

TOWN OF TIMNATH WEBSITE PRIVACY POLICY

Town of Timnath Website Privacy Policy

Terms, Conditions, and Disclaimers of Use

The Town of Timnath, Colorado (the "Town") operates the website www.Timnath.org (the "Site"). This privacy policy discloses the Town's policies regarding the collection, use, and disclosure of information received from users of the Site (the "User(s)"). Personally identifiable information is information about a natural person that is readily identifiable to that specific individual ("Personal Information"). Personal Information includes such things as an individual's name, address, and phone number. The Town uses Personal Information only for providing and improving the Site. By using the Site, the user agrees to the collection and use of information in accordance with this policy.

The Town works to find a fair balance between gathering information to provide needed services and protecting the public's privacy. The Town believes this is not only the right way to conduct business but is also a critical component in gaining and maintaining the public's trust in the Town's stewardship of Personal Information. The Town is the sole owner of the information collected on this Site. The Town will not sell or rent this information to anyone.

Personal Information Voluntarily Provided by Site User.

The Town only collects Personal Information about a User if that User voluntarily provides it via email, participating in a survey, completing an online form, signing up for an email list, or engaging in an online transaction. A User may choose not to provide Personal Information. However, that User may not be able to access certain user-specific features of the web site without providing Personal Information.

Personal Information from online forms is used only for conducting Town business related to the online form. The Town will not share Personal Information with any third party, other than as necessary to fulfill the online form request. It is not sold or provided to vendors, direct mail concerns, email list services, etc. Please note that unencrypted information transmitted over the Internet is not secure and could be captured by third parties.

Information Collected from Site Users.

Even if the User's Site activity is limited to browsing, reading pages, or downloading information, the Town will automatically gather and store certain information about the visit through the use of cookies and other similar tracking technologies. A cookie is a piece of data stored on a User's hard drive to help the Town improve access and identify repeat Site Users. Usage of a cookie is in no way linked to any personally identifiable information on the Site. Information gathered through the use of "cookies" is not sold or provided to vendors, direct mail concerns, email list services, etc.

The information the Town collects through these technologies can include:

- The Internet Protocol Address (the "IP Address") and domain name used to access the Site. The IP Address is a numerical identifier assigned either to User's Internet service provider or directly to User's computer. The Town uses the IP Address to direct Internet traffic to Users. This

address can be translated to determine the domain name of a User's service provider (e.g. xcompany.com or yourschool.edu). Generally, the Town only determines User domain names if a security issue is suspected;

- The type of browser and operating system User used;
- The date and time User visited the Site;
- The web pages or services User accessed at this site; and
- The web site User visited prior to coming to this web site.

The Town may use this data automatically collected through cookies and other technologies to: (a) remember information so that User will not have to re-enter it during User's visit or the next time User visits the site; (b) provide custom, personalized content; (c) provide and monitor the effectiveness of the Site; (d) monitor aggregate metrics such as total number of Users, traffic, usage, and demographic patterns on the Site and the Town's Service; (e) diagnose or fix technology problems; (f) enhance network security; and (g) otherwise to plan for and enhance the Town's Service or Site.

The Town may also use analytic and security tools hosted by third parties or managed within the Town as part of maintaining a web presence. These tools help measure traffic and usage trends for the Site and help ensure that this service remains available to all users. These tools can also be used to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations and the security purposes mentioned elsewhere in this notice, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with public records retention schedules.

User Access to and Control Over Information.

The User may opt out of any future contacts from the Town at any time. User may contact the Town at any time via phone at (970) 224-3211 or the email contact form given on the Site in order to accomplish any of the following:

- See what data the Town has about User, if any;
- Change/correct any data the town has about User;
- Request that the Town delete any information the Town has about User;
- Express any concern User has about the Town's use of User's data; and
- Inquire about this privacy statement, the practices of the Site, or User's dealings with the Site.

Opt-Out.

The Town may contact the User via email in the future to tell the User about new and updated services, or changes to this privacy policy, unless the User requests not to receive such updates. In the event that customer information is used to direct Town communications and announcements to customers, registrants or online survey participants, the Town will provide Users with the opportunity to opt out of receiving communications from the Town at the point where the Town requests information about the User.

Security.

The Town takes precautions to protect Personal Information. When a User submits Personal Information via the Site, that information is protected both online and offline. When the Town collects sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way. User can verify this by looking for a closed lock icon at the bottom of the web browser, or looking for "https" at the beginning of the address of the web page.

While the Town uses encryption to protect sensitive information transmitted online, Personal Information is also protected offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which Personal Information is stored are kept in a secure environment.

Links.

This web site contains links to other sites. Please be aware that the Town is not responsible for the content or privacy practices of such other sites. The Town encourages Users to be aware when they leave the Site and to read the privacy statements of any other site that collects personally identifiable information. Also, any links to third party websites are provided exclusively for convenience and should not be interpreted as an endorsement, sponsorship, or recommendation of the third party website. The Town's privacy policies do not apply to such external websites.

Sharing.

The Town may partner with other parties to provide specific services. Aggregated demographic information is shared with these partners. This is not linked to any Personal Information that can identify any individual person. When the User signs up for such services, the Town will share names, or other contact information to the extent that it is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services. These companies do not retain, share, store or use Personal Information for any secondary purposes beyond filling User's order.

Updates.

The Town's Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that the Town is not abiding by this privacy policy, you should contact the Town immediately via phone at (970) 224-3211 or the email contact form given on the Site.