

PRIVACY POLICY for the COUNTY of LANCASTER WEB SITE

The web site for the Quarryville Borough is hosted on the County of Lancaster's web server and, as such, is subject to the terms outlined in this Privacy Policy.

The web sites of the County of Lancaster are designed to make it easier and more efficient for citizens and businesses to interact with their County and municipal governments. But as with all online resources, we appreciate that many visitors to our sites will be concerned about their privacy. The County of Lancaster is committed to preserving your privacy when you visit our sites. This policy addresses the collection, security and access to information that may be obtained through the use of the sites maintained by the County of Lancaster. This policy covers the following topics:

- Information We Collect
- Public Disclosure
- Access
- Choice
- Cookies
- Security
- Linking
- Information Disclaimer

INFORMATION WE COLLECT

If you visit a web site maintained by the County of Lancaster to read or download information, we collect the following information:

- The name of domain; for example, "xcompany.com" if you use a private internet access account, or "yourschool.edu" if you are connecting from a university domain
- An IP address (a number automatically assigned to your computer when you are using the internet)
- The type of browser and operating system used to access our site
- The Internet address of the web site from which you linked directly to our site
- The pages you visit within the County's site
- The links made to other web sites through the County's site

This information is collected for statistical analysis using standard third-party software programs to create summary statistics. The statistics are used for the purpose of determining what information is of most and least interest to all visitors and identifying system performance or problem areas. This information is not collected for commercial marketing purposes and the County does not sell information collected online for commercial marketing purposes. If, during your visit to the County's

web sites, you voluntarily provide personally identifiable information, we will collect such information. Examples of personally identifiable information may include:

- An email address if you are communicating to us through email
- Information you voluntarily submit to the County for the purposes of completing or submitting an application or form online
- Other information volunteered, such as survey information or content of email

In general, please note the information collected, whether or not personally identifiable, is not limited to text characters and may include audio, video, and other graphic formats you send us. Information is retained in accordance with existing laws and County policies.

PUBLIC DISCLOSURE

As a general rule, the County does not disclose any personally identifiable information collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right To Know Act 65 P.S. § 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the County on its web sites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

ACCESS

Any personally identifiable information you enter in a user profile will be open and accessible to you for review and modification. If you have any questions or comments about the information presented in this Privacy Policy, you can contact the County's webmaster at webmaster@co.lancaster.pa.us.

CHOICE

You may decline participation in any activity that asks for information (i.e., surveys or emails). Your choice not to participate will have no effect on your ability to access information on the County's web sites.

COOKIES

To better serve you, we occasionally use "cookies" to customize your browsing experience. Cookies are simple text files stored by your web browser and they provide a method of distinguishing among visitors to the web sites. Cookies created on your computer by using our web sites do not contain personally identifiable information and do not compromise your privacy or security. We use the cookie feature to store a randomly generated identifying tag on your computer. If you have further questions about cookies, the Computer Incident Advisory Capacity Unit that issued a study on March 12, 1998, of the risks to users of cookies, titled "Information Bulletin 1-034: Internet Cookies", <http://ciac.llnl.gov/ciac/bulletins/i-034.shtml>. You can refuse the cookie or delete the cookie file from your computer at any time by using any one of a number of widely available methods.

SECURITY

Security measures have been integrated into the design, implementation and day-to-day operations of the entire operating environment as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information. In certain instances, you will have the opportunity to receive or create a password to access or submit personal information. You **should not** divulge your password to anyone and the County will **never** ask you for your password in an unsolicited phone call or e-mail. When you are finished with those applications that are password protected, you should exit the page.

LINK DISCLAIMER

The County provides links to other Federal, State and local government web sites. We also provide links to web sites of other organizations in order to provide visitors with certain information. A link does not constitute an endorsement of content, viewpoint, policies, products, or services of that web site. Once you link to another web site not maintained by the County, you are subject to the terms and conditions of that web site, including but not limited to its privacy policy.

INFORMATION DISCLAIMER

Information provided on the County's web sites is intended to allow the public immediate access to public information. While all attempts are made to provide accurate, current and reliable information, we recognize the possibility of human and/or mechanical error. Therefore, the County of Lancaster, its employees, officers and agencies expressly deny any warranty of the accuracy, reliability or timeliness of any information published by this system and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information. Any person who relies upon such information obtained from this system does so at his or her own risk.