



## **Lewis and Clark County Privacy Policies and Procedures**

The purpose of this document is to provide guidelines and procedures to ensure the County website meets 2-17-552, MCA in regards to privacy policies.

This policy is meant to comply with the following state statute:

**2-17-552, MCA. Collection of personally identifiable information -- requirements.** (1) A government website operator may not collect personally identifiable information online from a website user unless the operator complies with the provisions of this section.

(2) A government website operator shall ensure that the website:

(a) identifies who operates the website;

(b) provides the address and telephone number at which the operator may be contacted as well as an electronic means for contacting the operator; and

(c) generally describes the operator's information practices, including policies to protect the privacy of the user and the steps taken to protect the security of the collected information.

(3) In addition to the requirements of subsection (2), if the personally identifiable information may be used for a purpose other than the express purpose of the website or may be given or sold to a third party, except as required by law, then the operator shall ensure that the website includes:

(a) a clear and conspicuous notice to the user that the information collected could be used for other than the purposes of the website;

(b) a general description of the types of third parties that may obtain the information; and

(c) a clear, conspicuous, and easily understood online procedure requiring an affirmative expression of the user's permission before the information is collected.

### **Requirements**

Lewis and Clark County respects each individual website user's right to privacy. Any personal information that is collected will not be disclosed to any third party except as required by applicable law, unless the website user has expressly permitted the disclosure or "opted in" to allow the disclosure. The purpose of this statement is to inform website users of the use of information that may be collected while they are visiting this or any County website. Citizens and businesses are not routinely asked to provide personal information to visit the Lewis and Clark County website or to download information. Government agencies may request personally identifiable information from you in order to provide requested specialized services, but such information is handled as it would during an in-person visit to a government office. Montana law controls the level of access to personally identifiable information maintained in public records at state and local levels of government. Information that is generally available under Montana law may be posted for electronic access through mt.gov and associated agency websites.

### **Use of Constituent Email Addresses**

Email addresses obtained as a result of a request to the County website will not be sold or given to other private companies for marketing purposes unless it is specifically stated when the email address is requested and the user "opts in" to having their email used in the stated fashion. The

information collected is subject to the access and confidentiality provisions of Montana Code and Federal law. Email or other information requests sent to a County website may be maintained in order to respond to the request, forward that request to the appropriate agency, communicate updates to the County web page that may be of interest to citizens, or to provide the website designers with valuable customer feedback to assist in improving the site. Individuals will be provided with the ability to "opt in" at any time to receive communication regarding new service updates.

### **Transaction Information**

The County uses secured servers for conducting online transactions. All credit card and other payment information that is transmitted is protected by encryption technology, provided the website user's browser is properly configured and the user's computer is operating properly.

### **Data Security and Quality**

Lewis and Clark County is committed to data security and the data quality of personally identifiable information that is either available from or collected by governmental web sites, and has taken reasonable precautions to protect personally identifiable information from loss, misuse or alteration. Any third parties responsible for this information are committed to the same principles, and also are required by contract to follow the same policies and guidelines as Lewis and Clark County in protecting this information. Unless otherwise prohibited by state or federal law, rule or regulation, the individual is granted the ability to access and correct personally identifiable information whether or not the information inaccuracy was accidental or created by unauthorized access.

### **Non-County Websites**

Various non-County websites may be linked through the County website. Since the County has no control over these non-County websites, visitors to those sites are advised to check their privacy statements and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. The County accepts no liability for other entities that are linked to the County's websites.

### **Website Security**

For information security purposes, the computer systems that host the County website and other County websites employ software programs to monitor network traffic to identify unauthorized attempts to compromise its devices. These attempts to cause damage could be subject to legal action.

### **Criteria**

1. All government websites that collect personally identifiable information from a website user will apply the following criteria:
2. The website must identify who operates it.
3. The website must provide the address and telephone number, as well as an email address, where a contact can be made.
4. The website must give a general description of the types of third parties that may obtain the information that is being collected.
5. The website must provide the website user the ability to "opt-in" for allowing their information to be used in other ways than for the purpose of the website.

**Personally Identifiable Information:** Individually identifiable information about an individual collected online, including:

A first and last name

A residence or other physical address, including a street name and name of a city or town

An email address

A telephone number

A social security number

Unique identifying information that an Internet service provider or a government website operator collects and combines with any information described above.

### Compliance

Compliance shall be evidenced by implementing the Policy as described above. Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this instrument are made by submitting an Action Request form.

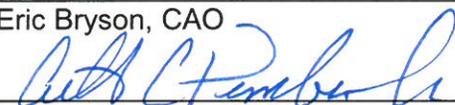
Requests for exceptions are made by submitting an Exception Request form. Changes to policies and standards will be prioritized and acted upon based on impact and need.

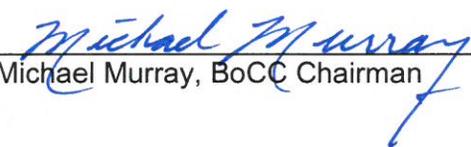
### Enforcement

Policies and standards not developed in accordance with this policy will not be approved as countywide IT policies or standards. Enforcement for countywide policies and standards developed in accordance with this policy will be defined in each policy, standard or procedure. If warranted, management shall take appropriate disciplinary action to enforce this Policy, up to and including termination of employment, consistent with current County Policy.

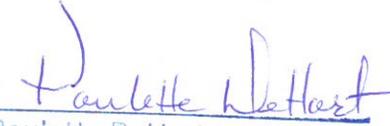
Dated this 14 day of July, 2016.

  
Eric Bryson, CAO

  
Art Pembroke, IT&S Director

  
Michael Murray, BoCC Chairman

Attest:

  
Paulette DeHart  
Treasurer-Clerk & Recorder  
Lewis & Clark County