



City of Mukilteo Site Privacy Policy

April 2016

Thank you for visiting the City of Mukilteo (mukilteowa.gov) web site. It's important to us to let you know that we value your privacy and do not collect personal information about you unless you choose to provide it to us. You will still be able to access our site, but not receive any notifications or transact business without providing this information.

The statement described here may change at any time, without prior notice to any previous or current visitor.

We collect data described below, but only to improve our site or conduct business. The City of Mukilteo DOES NOT

- Share any personal information gathered on this web site with any other agencies, organizations, or persons unless required by law
- Collect, rent, trade and/or sell information for commercial purposes or in any way different from what is disclosed in this statement.

Notification of Changes

If we decide to change our Privacy and Security Statement, we will post those changes on the Homepage of www.mukilteowa.gov so our users are always aware of these changes. If we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by email. We will use information in accordance with the privacy statement under which the information was collected.

Automatically Collected Information

We use services such as “Google Analytics” to help us collect data on which pages contained on our website are perused by a browser. For instance, it is helpful for us to know what our users are most interested in viewing to make access and information contained on those pages easy to find and view. Over time, we may make site and/or content changes based on the data collected. The information collected does not identify you personally, but may tell us the number of visitors and types of browsers used.

The Internet domain (ex., aol.com, gmail.com, etc.) from which you access our site is not your Internet Protocol (IP) address. This IP address is a number assigned to your computer or provided by your Internet Service Provider (ISP) whenever you browse the Internet. We use this address to send data you requested back to you. Additional data collected may also include the date and time you visited our site, and the specific pages visited.



Access to the Web Site

Users have the choice of subscribing to our site in order to receive notifications of Calendar events, News postings, new web content, and other features that may be developed in the future. During this subscription process, a user is required to provide us with their name and email address. After email verification, the user then creates their own unique password to login. Neither the Site Administrator nor the City retains password information. If a user's password is lost or forgotten, the user must submit a request to change the password. Once logged in, the user can select which types of email notifications they wish to receive, if any. In addition, the user may select how often they wish to receive these notifications. We do not ask for unique identifiers such as your social security number, income, gender, or medical information. Your email address is used to send you notifications requested or for the City of Mukilteo to "push" out information we feel is important to notify you of. These may be urgent City events, meetings, etc. that previous users have expressed are of such importance that they should be conveyed earlier than the user's notification preference.

Personal Information

Except as otherwise noted, we keep personal information private and do not share it unless disclosure is necessary to comply with the law, a court order, or other legal process, or to protect the rights of the City of Mukilteo or enforce some term or provision of this statement.

In registering, applying and paying for classes, courses or performing some other transaction on line; in filling out a survey or online form; or in sending an email, you will be voluntarily asked to provide the following personal information:

- Information to conduct an online transaction
- Information to participate in an online forum, blog, portal or survey
- Information to complete an online application or form
- Information to subscribe to email notifications (See *Access to the Web Site* above)

A domain name or IP address is not considered personal information, and the information provided will be used only for the purpose for which it was intended. This personal information, once submitted to this or any other City-managed web site, becomes a public record subject to public record keeping regulations, including disclosure (RCW 42.56.010). In most cases, this information will be used only to help us provide you with information and services that you requested.

Note: The City of Mukilteo is required to provide email lists to third parties if the information is requested under Washington State public disclosure law.



Public Access to Information

While the information voluntarily provided to us is a public record once it is provided and may be subject to public inspection and copying if not protected by law, this information may be protected by state and federal law. Washington State laws exist to ensure that government is open and that the public has a right to access appropriate records and information from government agencies, including the City of Mukilteo. However, there are exceptions to the public's right to access public records, including the privacy of individuals.

RCW 42.56.070(9) prohibits the disclosure of lists of individuals requested for commercial purposes. In the event of a conflict between this Privacy and Security Statement and the Public Records Act or other laws governing the disclosure of records, the Public Records Act or other applicable law takes precedent.

Cookies

A “cookie” is a piece of data stored (text file) on the user’s hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information or compromises your privacy or security while on our site. This information is provided by the visitor during the first visit to a web site. When the visitor accesses the web site again, the server looks for the cookie and configures itself based on the information provided. Cookies help us track how our site is used, how often it is used, and what documents or content are accessed most by users.

We do not share cookies with anyone unless required by law or court order.

Links

Our web site contains links to other sites. Please be aware that the City of Mukilteo is not responsible for the privacy practices of these other sites. We encourage our users to be aware when they leave our site and read the privacy statements of each and every web site that collects personally identifiable information. This privacy and security statement applies solely to information collected from this web site.

Site Security

The City of Mukilteo has taken steps to safeguard the information on this site and prevent unauthorized access to information it maintains, including verification, authentication, monitoring, auditing, and encryption. Security measures are taken with the implementation of all hardware and software infrastructure as part of our strong commitment to risk management. However, we cannot warrant as fail proof the security



of information collected or provided from this web site. Unauthorized attempts to gain access or change information on this site or to upload information are strictly prohibited. The City of Mukilteo has the right to deny access to any user whose username and/or email address do not appear to be legitimate or attempts to gain unauthorized access to its content.

Internal Access to Personal Information

We take precautions to protect our users' information. Only those employees who need the information to perform a specific job are granted access to your personal information. All employees are updated on our security and privacy practices. Our servers that may store this information are kept in a very secure 24/7 environment.

Electronic Commerce

You have the option to conduct business online with the City of Mukilteo, including making electronic payments for goods and services. Such transactions are allowed only under controlled circumstances, and appropriate technological and other safeguards are in place to protect financial and other sensitive data. All credit card transactions are encrypted and may be handled by a third-party vendor.

The City of Mukilteo is responsible to secure communications, including financial, that are exempt from public disclosure. Whenever possible, financial information is not seen or collected by the City itself, but instead designated banks route the data, transfer funds and confirm payment to both you and the City. Measures including but not limited to encryption are used to ensure the integrity and security of your financial information.

The provision of this information should not be construed in any way as giving business, legal, or other advice or warranting as fail proof the security of information provided by the City of Mukilteo web site.

Disclaimer

The City of Mukilteo does not warrant the accuracy, reliability, or timeliness of the information published on this web site and shall not be held liable for any losses caused by the reliance on such. Portions of such information may be incorrect or not current. Any person or entity that relies on such information obtained from this web site does so at his or her own risk. Other web sites may be linked to the City of Mukilteo and we do not warrant the accuracy, reliability or timeliness of the information on those sites.

The City of Mukilteo does not endorse any content, viewpoints, products or services linked from this web site and is not responsible for any losses caused by the reliance on the accuracy, reliability, or timeliness of such information.



Although we take appropriate measures to safeguard against unauthorized disclosures of information, we cannot assure you that personally identifiable information that we collect will never be disclosed in a manner that is inconsistent with this Privacy Statement.

Terms of Use

The City of Mukilteo web site is governed by the state of Washington. Any use of the site must comply with all state and federal laws and regulations as well as the policies and disclaimers on this site.