

# **Privacy Policy**

## Introduction

Thank you for visiting the Battlement Mesa, Colorado Web site and reviewing the Privacy Policy. We are committed to the privacy of the visitors to this Web site. This policy addresses the collection, use and security of information that may be obtained through use of the <a href="https://www.BattlementMesaColorado.com">www.BattlementMesaColorado.com</a> Web site, and access to that information.

## Information Collected and How it is Used

During your visit to the <u>www.BattlementMesaColorado.com</u> Web site, the Battlement Mesa Service Association, (BMSA), may gather and store the following information about your visit. This information does not identify you personally.

- 1. The Internet Protocol (IP) address and domain name used. The IP address is a number assigned to your Internet service provider or to your computer. We use the IP to direct Web site content to you. This address can be translated to determine the domain name of your service provider.
- 2. The Web browser you used.
- 3. The Operating system you used.
- 4. The date and time you visited the Web site.
- 5. The Web pages or services you accessed at the Web site.
- 6. The Web site you visited before coming to the www.BattlementMesaColorado.com Web site.

This information is collected and analyzed by the Web site owner (BMSA) to improve the content of our Web content and services.

# **Voluntary Information**

The <u>www.BattlementMesaColorado.com</u> Web site does not collect personal information unless the visitor voluntarily provides information by sending an e-mail, completing an online form or online application. Examples of forms and applications on this Web site include:

- Surveys used to gather public opinion and feedback;
- Requests for Battlement Mesa community services;



- Reports for an issue, problem or crime;
- Applications for employment or volunteer positions;
- Registration for BMSA and its affiliates or partners-sponsored classes or activities; and
- Online applications used to complete services with the BMSA, its affiliates or partners.

The voluntary personal information collected using online forms depends on the form or service you are conducting with Battlement Mesa. Any service available via online form can also be completed in person, via mail, via phone or via fax, depending on the service, if you choose not to submit your information over the internet. The information collected may not be limited to text characters but might also include audio, video or graphic information formats. This information may be stored in a database or sent to the BMSA, its affiliates or partners via e-mail. We use the information collected to respond to your query or complete the service you have requested. We may also use information collected to improve our services. All information, including survey, e-mail information, or form data may be shared internally among the BMSA, its affiliates or partners within the extent permitted by law. The information will not be distributed externally except as required by the Colorado Open Records Act. Survey data, if released, will only be provided in an aggregated format.

#### The BMSA does not:

- Collect or sell information for commercial marketing;
- Provide personal information to external private organizations; or
- Share any personal information with other agencies or persons if prohibited by law.

Some BMSA projects involve collaboration with other local or state government agencies. Voluntary personal information submitted to the BMSA to express interest in or make comments about such projects may be shared with the other agencies involved.

# **E-mail Subscription Lists**

The BMSA Web site offers visitors the ability to subscribe to e-mail distribution lists. Visitors are free to unsubscribe should they not want to receive future communications from the BMSA. A valid e-mail address must be provided when subscribing or unsubscribing from e-mail lists. All other personally identifiable information is optional. Email lists are kept private and are not disclosable under the Open Records Act.

#### **Public Disclosure**

In the state of Colorado, there are laws to ensure that government (Special Districts, Homeowner's Associations, etc.) are open and transparent. The public has a right to access appropriate records and information entrusted to the BMSA.



In the event of a conflict between this Privacy Policy and the Colorado Open Records Act or other law(s) governing the agency's disclosure of records, the Colorado Open Records Act or other applicable law(s) will control.

#### Cookies

Cookies are small text files generated by the Web server and stored on the visitor's computer. Cookies can be read by the Web server to determine if a particular Web page has already been visited or when the visitor last accessed the Web site. An example would be for an online survey where a cookie could be used to tell the Web server that a particular visitor has already completed the survey. Cookies do not contain personal information and are not used to mine data.

# **Security Information and Disclaimer**

The BMSA uses industry standard practices to safeguard the confidentiality of your personal identifiable information. We employ many different security techniques to protect such data from unauthorized access. "Perfect" security however, does not exist on the Internet. Unless a particular Web page on the <a href="www.BattlementMesaColorado.com">www.BattlementMesaColorado.com</a> Web site indicates that encryption technology is being used, the user should not assume that information submitted through that Web page to the BMSA Web server will be treated as confidential. Visual cues (an unbroken key or locked lock) report to the visitor that the online service is secure through a given Web page. If a user submits information to the BMSA Web server through a Web page containing visual indicators of active encryption technology, the BMSA will take all reasonable precautions to safeguard the confidentiality of such information, but shall nevertheless not be held liable for any injury caused by the disclosure of that information, whether caused by security breach, accident, inadvertence or any other act resulting in disclosure.

Unauthorized attempts to upload information or change information on this Web site are strictly prohibited and may be punishable under all state Computer Trespass laws and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

## **Retention of Information**

For specific information regarding the retention of information, please contact the Battlement Mesa Service Association, 401 Arroyo Drive/ P O Box 6006, Battlement Mesa, CO 81635.



## **Feedback**

If you have any questions or comments regarding the BMSA privacy policy, please contact us at the above address. The BMSA may choose to amend the information in the privacy policy at any time without notice. Any substantial change in the way identifying information is used will be prominently displayed on the BMSA's Web site.