

Privacy and Disclosure Policy For the Town of St. George Maine Website

Introduction

In 2001 the State of Maine enacted a law that says "each public entity that has a publicly accessible site on the internet associated with it shall develop a policy regarding its practices relating to personal information and shall post notice of those practices on its publicly accessible site on the internet." This policy is based upon the requirements of Title 1, [Chapter 14-A: Notice of Information Practices](#).

Public Disclosure

All information collected on the Town of St. George website will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of [Title 1, Chapter 13: Public Records and Proceedings](#).

For additional information on The Maine Freedom of Access Act visit the [State of Maine website](#).

Personally Identifiable Information

"Personally identifiable information" is information that readily identifies a person. It includes, for example, an individual's name, street address, email address, or phone number.

Personally identifiable information will not be collected unless you voluntarily send an e-mail message, fill out and send an online form, or fill out personal information and send in a survey. Your choice not to participate in these activities will not impair your ability to access certain information or obtain a service online.

Unless specifically protected under state law, any information provided may be inspected by the public or disclosed in a legal proceeding.

Email Messages

E-mail messages will be treated the same as any other written communication. They may be subject to public inspection or legal disclosure and may be saved for a period of time before they are destroyed.

Email Subscribers

This site uses Constant Contact for its Email Subscription service. Email address, name and zip code are collected for users who voluntarily subscribe for announcements and/or newsletter email. Individuals may remove themselves from a mailing list by using the "unsubscribe option" at the bottom of each email.

Email subscriber list(s) are treated as public records and therefore subject to disclosure. In the event a request for release is made to the Town Office, subscribers will be notified by email of the request and that their email address has been disclosed.

For Constant Contact's complete privacy policy, refer to *Privacy Policy* in the footer of a Constant Contact email.

Use of Web Beacons

Constant Contact may include a web beacon in its email to determine the number of individuals who open an email. When you click on a link in an email, it may record this individual response. Web beacons collect only limited information, such as a cookie identifier, time and date of a page being viewed, and a description of the page on which the Web Beacon resides (the URL).

Web Beacons can be refused when delivered via email. If you do not wish to receive Web Beacons via email, you will need to disable HTML images or refuse HTML (select Text only) emails via your email software.

Site Statistics

This site uses Google Analytics, a web analytics service provided by Google, Incorporated, to collect statistical information on visitors who view or download information from this website. The information collected includes:

- The date and time of your visit.
- Information about your browser type, operating system and bandwidth.
- The part of our website you visited.
- The Internet address of your computer and the site that sent you to this website.
- If you used a search page to find us, the search terms you entered and the name of the search engine.

The information we collect is used to improve the content and help us understand how people are using the website. The collected information is not Personally Identifiable Information, and no attempt is made to link it with the individuals who use the site or services.

Website visitors may choose to not send information about their website visit to Google Analytics. If you want to opt-out of Analytics, visit the [Google Analytics Opt-out page](#) and install the add-on for your browser.

In addition, Google Analytics provides an administrator option regarding the sharing of tracking data with Google. This site has elected to "not share" and therefore tracking data will remain with Google Analytics and will not be shared with other Google products or services.

Cookies

Cookies are small text files sent by a website and stored by your web browser.

Cookies store information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. Cookies do not collect Personally Identifiable Information.

To find information on popular browsers and how to adjust and control cookies visit AboutCookies.org.

Hyperlinks

This website contains hyperlinks or "links" to other sites, and other sites may "link" to this site. Websites linking to and from our website may have different privacy practices from the ones described herein. Visitors to our website should read the privacy statements of other websites they visit. Our privacy policy applies solely to information collected by our website.

Consent

By using our website, you signify your assent to our privacy policy. If you do not agree with any term in this policy, please do not use our website or submit any personally identifiable information.

Changes to Privacy Policy

If there are changes or additions to the terms of this Privacy Statement, changes will be posted as an announcement on the website so that you will always know what information we collect online, how we use it, and what choices you have. Any information collected under this current policy will remain bound by the terms of this privacy policy. After the changes take effect, all new information collected, if any, will be subject to the revised privacy policy.

Disclaimer

The minutes, agendas, notices, schedules, ordinances and other information provided on this website are offered as a courtesy and convenience for the public, but are not intended to substitute for the Town's official records, which are available for inspection and copying at the St. George Town Office during regular business hours. While every effort is made to keep the information on the website up-to-date and complete, the website is a supplementary information source and is not all-inclusive. Reliance on this website is at the user's own risk. The Town of St. George, its boards, departments, officers, officials and employees do not warrant the accuracy, reliability, completeness or timeliness of any information on this website and may not be held liable for any losses caused by any person's reliance on the information available on or absent from this website. The text of the ordinances on this website has not been officially certified by the Town Clerk of the Town of St. George. Certified copies of the ordinances are available at the office of the Town Clerk.

Privacy Policy Changes

This policy was created on January, 2012.

Contact

If you have questions about this policy, please contact the Town Manager.