

## WEB SITE PRIVACY POLICY FOR THE COUNTY OF ORANGE, VIRGINIA

This page details the Privacy Policy for the Orange County Web Site, [www.orangecountyva.gov](http://www.orangecountyva.gov) (the Web Site). These internet privacy policies should not be construed as a contractual promise and we reserve the right to amend this Privacy Policy at any time and for any reason without notice.

### **The Law**

We maintain our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, the "THE GOVERNMENT DATA COLLECTION AND DISSEMINATION PRACTICES ACT," *Va. Code §2.2-3800 et seq.*, the "VIRGINIA FREEDOM OF INFORMATION ACT," *Va. Code §2.2-3700 et seq.*, and by any applicable U.S. Federal laws.

### **Links to Other Web Sites**

The County Web Site may, from time to time, link to other web sites not owned by the County. Since the County cannot control the sites to which we may link from our Site, it cannot be held responsible for content included on the linked sites. Moreover, in no way should the fact that our Site links to an external web site be considered as any form of an endorsement by the County of that site.

Because the County cannot control or guarantee the accuracy, relevance, timeliness, or completeness of sites to which it links, the County cannot be responsible for their content. Further, the inclusion of pointers to particular items in hypertext is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered by the author of the reference or the organization operating the server on which the reference is maintained.

### **Our Cookies Policy**

*Session (Transient) cookies* are small temporary pieces of data held in your computer and do not collect any personally identifiable information about you, the user, while visiting our Site. These cookies are normally deleted once you leave our Site. The County discourages the use of cookies on its Web Site; however, session or transient cookies may be used when necessary to complete a transaction. Our Web Site makes use of temporary or transient cookies to do things like maintain continuity from page to page or populate a form field within our Site. These transient cookies are held only in the memory of your machine temporarily and vanish as soon as you close your browser.

*Stored (Persistent) cookies* are small permanent pieces of data stored by your computer on your hard disk and typically expire after some designated time frame. These cookies are sometimes called tracking cookies, and they will store certain information about your site visit(s) for a period of time. The County does not store any Persistent cookies and does not generally collect any personally identifiable information about you and we do not use 3<sup>rd</sup> party tracking (Stored) cookies.

Our Site will occasionally use cookies to keep a session ID when necessary. This means that when pages are visited, the server can have an anonymous ID that takes a user from page to page. Certain services within our Site use cookies to enhance the user experience.

### **Information We Collect**

When you access our Web Site, the information listed below is automatically collected. No other information is collected through our Web Site.

*Routing information* - the Internet domain and Internet address of the computer you are using.

*Essential technical information* - identification of the page or service you are requesting, type of browser and operating system you are using, and the date and time of access.

*Nonessential technical information* - the Internet address of the web site from which you linked directly to our Web Site.

When you deliberately decide to send information (for example, by clicking on a link to send us an email), the information you might choose to send us is listed below as "optional information."

*Optional information* - when you send us an email, your name, email address, and the content of your email; when you fill out online forms, all the data you choose to fill in or confirm will be transferred to us and will be subject to disclosure consistent with the Virginia Freedom of Information Act.

### **Use of Data Collected on Our Web Site**

Some of the services that we provide require personal information to be sent to us via the County's Web Site. We will not use or share the information collected on our Site in ways unrelated to the purpose for which you provided the information. The County will use your information only to fulfill your requests for certain services, or to personalize your experience on our Web Site.

If you do nothing during your visit but browse through the Orange County Web Site to read Web pages or download information, our Web Site will automatically gather and store certain information about your visit. Your Web browser software transmits most of this information to us; however, this information does not identify you personally.

We automatically collect and store only the following information about your visit:

The numeric IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our Site. Our web software can then map these IP addresses into Internet domain names, for example, "mycompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain; the type of browser and operating system used to access the Site; the date and time you access the Site; the pages you visit, including graphics loaded from each page and other documents you download, such as PDF (Portable Document Format) files and word processing documents; and if you send us e-mail, you should know that e-mail is not necessarily secure against interception. **If your communication includes sensitive information (like your bank account, credit card, or social security number), please contact the appropriate County personnel via postal mail or telephone, rather than e-mail (see "Contacting the Web Site" below.)**

From time to time, we may be required to provide to others personally identifiable information which you have provided to us in response to a court order, Freedom of Information Act request, subpoena, or government investigation. We also reserve the right to report to law enforcement agencies any activities that we, in good faith, believe to be unlawful. We may disclose certain personally identifiable information when we believe that such release is reasonable, necessary to enforce or apply our terms and/or conditions, or to protect the rights, property, and safety of others or ourselves.

Please be aware that web sites that have links on our Site may collect personally identifiable information about you. This Privacy Policy does not cover the information practices of those parties and web sites linked to our Web Site.

## **Security**

Orange County has security in place to protect against the loss, misuse, or unauthorized alteration of information under our control. This security includes:

*Firewalls* - A firewall is a combination of hardware and software used to regulate access to the Site.

*Secure Socket Layer* - Secure Socket Layer (SSL) is a process (based upon industry standards) that encrypts information transferred between your browser and Orange County.

## **Contacting the Web Site**

If you have general questions about this Privacy Policy, the practices of this Web Site, your experience with this Web Site, or if you chose to review or correct any information you previously submitted, you can contact the Webmaster.

*Email:*

[lclement@orangecountyva.gov](mailto:lclement@orangecountyva.gov)

*Regular Mail:*

Orange County  
Attn: Webmaster  
P. O. Box 111  
112 W. Main Street  
Orange, Virginia 22960