

SUBJECT: PRIVACY POLICY

- I. **PURPOSE:** Douglas County has developed and established this policy to balance an individual's right to privacy when using Douglas County websites and social media sites with the public's right to access government records.

II. **GENERAL POLICY:**

- A. Douglas County policies exist to ensure that Douglas County is open and that the public has the right to access appropriate data and information in the possession of the various departments of Douglas County.
- B. Under state and federal law, there are exceptions to the disclosure of data and information regarding the privacy of individuals.
- C. Individuals who visit Douglas County websites and social media sites may have information automatically collected and stored by Douglas County. This information may include, but is not limited to, internet protocol addresses.
- D. Individuals may also volunteer information to Douglas County by interacting with various aspects of Douglas County websites and social media sites. Such information is volunteered if an individual sends an e-mail, submits an on-line form, participates in an on-line survey, participates in any other on-line transaction, or actively participates or joins any Douglas County social media site.
- E. The information stored may include, but is not limited to:
- i. E-mail addresses;
  - ii. Contents of e-mails;
  - iii. Information volunteered in a survey;
  - iv. Information volunteered on a form;
  - v. Information volunteered by participating in any other on-line transaction;
  - vi. Any information volunteered by actively participating or joining Douglas County social media sites, including usernames and information on the individuals personal site or page.
- F. If an individual chooses not to participate in these activities, their choice will in no way affect their ability to use other features of Douglas County websites or social media sites.
- G. All information that is being collected on Douglas County websites and social media sites becomes public records, which may be subject to inspection and copying by the public, unless an exemption exists.

- H. Douglas County websites have links to other websites. When you link to another website, not within Douglas County, you are no longer on one of Douglas County's websites and this privacy policy will not apply. You will be subject to the new website's privacy policy.
- I. Information provided on Douglas County websites and social media sites are intended to provide immediate access to public information. While all attempts are made to provide accurate, current and reliable information. Douglas County recognizes the possibility of human and/or mechanical error. Therefore, Douglas County, its Department Heads, Elected Officials, and employees expressly deny any warranty of the accuracy, reliability, or timelines of any information published on Douglas County websites and social media sites. Douglas County shall not be held liable for any losses caused by reliance upon the accuracy, reliability, or timeliness of such information. Any person who relies upon such information obtained from Douglas County websites and/or social media sites does so at their own risk.

### **III. CHILDREN'S ONLINE PRIVACY PROTECTION ACT OF 2001**

- A. Nevada websites directed to children under 13, that knowingly collect information from children, must comply with the Children's On-Line Protection Act of 2001.
- B. Visitors are cautioned that Douglas County has no way of determining the age of all persons volunteering personal information online or by email through one of Douglas County's websites or social media sites.
- C. This information will be treated the same as information given by an adult, and may be subject to public access.

### **IV. SECURITY**

- A. Douglas County website developers and managers have taken a number of steps to safeguard the integrity of the data and prevent unauthorized access to information that is maintained.
- B. Security measures have been integrated into the design, implementation, and ongoing practices of the Douglas County's operating environment as part of its continuing commitment to risk management.
- C. Douglas County provides websites, social media sites and the information they contain as a public service. These sites are monitored to ensure proper operation, to verify the functioning of applicable security features, and for comparable purposes. Anyone using this system expressly consents to such monitoring.

- D. Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features, or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

**V. RESPONSIBILITY FOR REVIEW:**

The County Manager shall review this policy as needed or at least once every 5 years.