



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

CITY COUNCIL

TEL: (207) 623-4021 FAX (207) 621-8317

POLICY 2003-04

PRIVACY, INFORMATION DISCLAIMER and COPYRIGHT for the Official Website of the City of Hallowell, Maine

Individuals who visit the City of Hallowell website are important to the City of Hallowell. We do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the website was created.

Public Disclosure

All information collected on the City of Hallowell website will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 MRSA Chapter 13.

Privacy Statement

We may collect some or all of the following information about visitors who view or download information from our websites.

Information

Date

Time

Client IP

Server IP

Definition

Date the visit occurred.

Time the visit occurred.

Unique Internet Protocol (IP) address of the website visitor. The IP address recorded is normally that of the visitor's Internet service provider, e.g. aol.com if the visitor connects from an America Online account.

Unique Internet Protocol (IP) address of the municipal web server accessed.

HTTP Status	Hyper Text Transfer Protocol (HTTP) error code. E.G., "404 Requested Page Not Found".
HTTP Request URL	Identifies the web page or file requested by the website visitor.
Bytes Sent	Amount of data sent from the website server to the website visitor.
Bytes Received	Amount of data sent from the website visitor to the web server.
User Agent	Type of web browser or other client software that made the request to the web server.
Referrer	Uniform Resource Locator (URL) that referred to the Requested file.
Protocol Version	Version of HTTP used by the visitor's web browser software.

The information we collect is used to improve the content of our web services and help us understand how people are using our services. We analyze our web logs to continually improve the value of the materials available on our website.

E-mail Senders

E-mail messages, sent to any City of Hallowell address, 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.

E-mail or other information requests sent to the City of Hallowell website may be maintained to respond to the request, forward that request to the appropriate department, or to provide the web master with valuable feedback to assist in improving the site.

E-mail addresses obtained as a result of a request to the City of Hallowell site will not be sold or given to any private companies for marketing purposes.

Cookies

Definition: Cookies are small text files that a web server may ask your web browser to store, and to send back to the web server when needed. Cookies may be used to store a transaction identifier or other information a user may provide.

We do not use cookies to track your visit to our website.

Information Disclaimer

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APPROVED DATE: July 7, 2003

EFFECTIVE DATE: July 17, 2003

By the City Council of the City of Hallowell