



## PRIVACY POLICY

The City's Information System(s) are operated and maintained consistent with our commitment to protect the privacy of individuals by only collecting personal information when it is necessary for carrying out an authorized business function and by ensuring that the appropriate physical, technical and administrative controls are in place to limit access to such information to personnel who need it in the course and scope of their jobs. This privacy policy applies to the City's Information System(s) that hold financial, procurement, employee, benefits and payroll data.

Personally Identifiable Information (PII) is only obtained through lawful means, and it is relevant to the purpose for which it is collected. The purposes for which PII data is collected will be specified at or prior to the time of collection and any subsequent use of the data will be limited to and consistent with these purposes. PII will not be sold, disclosed, made available or used for a purpose other than those specified, except with the consent of the subject of the data, or as required by law or regulation.

The City secures PII against loss, damage, modification, unauthorized access or disclosure as required by law and policy. Appropriate computer, network and internet technical security controls at the employee and department levels prevent unauthorized access to personal information. Some of these security controls are: password and user identification verification, data encryption, confidential transmissions, secure storage areas and audit trails.

While there is a reasonable level of privacy, users should beware that the data they create on the City's Information System(s) remains the property of the City. Upon request to the City, users may inspect their personal information and request that it be modified. For security and network maintenance purposes, City staff may monitor equipment, systems and network traffic at any time. The City reserves the right to audit networks and systems under its control on a periodic basis to ensure compliance with this policy. The City will audit system use to detect any unlawful or unauthorized activities and track access to sensitive information. Such information includes IP addresses, user names, times of access and the systems and data accessed. Anyone using the City's Information System(s) expressly consents to such monitoring.

Effective Date: June 1, 2017

## DISCLAIMER

The City does not warrant its network or any links from its site to other websites are free of viruses or other harmful components. While every effort is made to keep such information accurate and up-to-date, the City does not certify the authenticity of information that originates from third parties. Under no circumstances shall the City be liable for any actions or failures to act in reliance on any information contained in the City's Information System(s) from whatever source nor shall the City be liable for any other consequences from any such reliance.