



## Town of Mammoth Lakes Privacy Policy

State and local laws and regulations exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by Town government. At the same time, there are exceptions to the public's right to access public records provided by Town, State and Federal laws. These exceptions include the privacy of individuals. Information collected at this site becomes public record and may be subject to inspection and copying by the public, unless an exception in law exists. During your visit to Town of Mammoth Lakes' website, information that is not readily identifiable to an individual may automatically be collected and stored. This information would be used solely to improve the provision of services on the website.

### **INFORMATION THAT MAY BE COLLECTED AND HOW IT MAY BE USED**

If you do nothing during your visit to Town of Mammoth Lakes' website but browse or download information, the Town may automatically collect and store the following information about your visit:

1. The Internet Protocol (IP) address and domain name used but not the email address.  
The IP address is a numerical identifier assigned either to your Internet service provider or directly to your computer.
2. The type of browser, operating system used, and connection speed;
3. The date and time of the visit;
4. The web pages or services accessed at this site; and
5. The web site visited prior to coming to this web site.

The information the Town may automatically collect or store would be used to improve the content of the Town's web services and to help the Town understand how people are using its services. Town of Mammoth Lakes analyzes its website logs to continually improve the value of the materials available on its site. The Town's website logs are not personally identifiable, and the Town makes no attempt to link them with the individuals that browse the website.

If during your visit to the Town of Mammoth Lakes website, you participate in a survey or sent an email, the following additional information will be collected:

1. E-mail correspondence: The e-mail address and contents of the e-mail;
2. Surveys and Form Submissions: Any information you volunteered in response to a survey;
3. Posted Comments: The name you provided for the comment and the comment itself.

The information collected may not be limited to text characters and may include audio, video, and graphic information formats you send to the Town.

The Town may use your email to respond appropriately. This may be to respond to you, to address issues you identify, to further improve the Town's website, and/or to forward the email to another agency for appropriate action. Survey information would be used for the purpose designated.

### **PERSONAL INFORMATION AND CHOICE**

"Personal information" is information about an individual that is readily identifiable to that specific individual. Personal information includes personal identifiers such as an individual's name, address, and phone number. A domain name or IP address is not considered personal information.

The Town does not collect personal information unless the user voluntarily participates in an activity that asks for information (e.g., sending an e-mail or participating in a survey).

If personal information is requested on the website or volunteered by the user, the State's Information Practices Act of 1977 or the Federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and is subject to public inspection and copying if not protected by above mentioned legal references or exempt from disclosure under the California Public Records Act.

Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by email will be treated the same as information given by an adult and may be subject to public access.

In the event of a conflict between this Privacy Notice and any law governing the disclosure of records, the other applicable law will control.

### **ACCESS AND CORRECTION OF PERSONAL INFORMATION**

You can review any personal information we collect about you. You may recommend changes to your personal information you believe in error by submitting a written request that credibly shows the error. If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact the Town via [it@mono.ca.gov](mailto:it@mono.ca.gov). In all cases, the Town will take reasonable steps to verify your identity before granting access or making corrections.