

## Electronic Privacy Policy

The Sustainable Neighborhood network, operated by the City of Lakewood, is committed to "Open and Honest Communication" as a Core Community Value, committing to citizens to "Act with honesty and integrity to communicate openly."

Consequently, the Sustainable Neighborhood Network is committed to:

- Communicating Network information, and providing Network services, online.
- Protecting the personal privacy of people who use our online information and services.

By protecting online privacy, we are responsible to the public trust, and expect to build public confidence in and use of the Sustainable Neighborhood Network online services.

This privacy policy informs you about the types of information we may obtain via our websites and email and what happens to that information, so that we may give you as much choice and control as possible over your personal information.

### Statistical Information Collected

Individual visits to the Sustainable Neighborhood Network website automatically generate statistical information that cannot be linked to any personally identifiable information. Examples of this statistical information include date and time of visit, type of browser and computer operating system used to access the site, the Internet protocol address of the individual computer or proxy server accessing the site, and the Internet address of the site from which you may have linked to our site.

We use this statistical information in aggregate form to manage and improve the websites by analyzing overall usage and general trends among visits to the site.

### Personal Information You Provide

You may choose to electronically provide personal information through email correspondence, or to provide personal information necessary to complete Proposal and Credit forms. This personal information may include:

- Name
- Address
- Email address
- Phone number

You may choose at any time not to disclose personal information, without affecting your ability to visit other portions of the Sustainable Neighborhood Network website. However, we will not be able to provide you with the online services dependent on that information. Please note, any personal information provided may be subject to disclosure under the Colorado Open Records Act.

### Use of Cookies

A "cookie" is a small data file some websites place on your computer's hard drive, which can contain personal information. The Sustainable Neighborhood Network website does use cookies only to generate statistical information (see above).

You may choose to set your browser to refuse cookies. However, doing so may disable some features or services of Sustainable Neighborhood Network website.

### Our Commitment to Your Privacy

The Sustainable Neighborhood Network is committed to requesting only the minimum personal information necessary to complete an individual online transaction, such as a proposal or credit form submittal.

The Sustainable Neighborhood Network will not use any personal information obtained via email or our website for marketing of Network programs and events, unless you have given us permission by marking a specific option to do

so at the time you disclosed your personal information. If you choose to receive future marketing information from us, any electronic materials we send you will clearly give you the opportunity to tell us that you no longer want to receive similar information.

The Sustainable Neighborhood Network will not sell, share or release personal information to any outside parties unless necessary to complete a service or transaction you have requested.

The Sustainable Neighborhood Network will not send you unsolicited email, such as surveys or advertising for upcoming events and programs, unless you have given us permission to do so, such as signing up for email subscriptions through our website or by checking a specific option to receive unsolicited email information at the time you give us your email address. We will respond in kind to email correspondence, or to other service requests where people have requested an email response. If you receive unsolicited email from the Sustainable Neighborhood Network and you feel you have not given us permission to do so, please forward the email message, with an explanation of your concerns, to [sustainableneighborhoods@Lakewood.org](mailto:sustainableneighborhoods@Lakewood.org).

## **Security**

The Sustainable Neighborhood Network is committed to security and quality of data collected by our website. We intend to protect your personal information and to maintain its integrity. The Network is committed to operating secure networks and is protected by industry-grade firewalls, password protection and other safeguarding techniques for our systems. When sensitive personal information is accepted for any of our online services, the data is encrypted to protect its confidentiality. Regular security analyses are performed on systems under our control, including identifying attempts to tamper with the website which may lead to further investigative work, criminal prosecution or other legal proceedings.

## **Privacy Questions and Contacts**

If you have a question about this privacy statement, send an email to [sustainableneighborhoods@lakewood.org](mailto:sustainableneighborhoods@lakewood.org).