

TOWN OF BERGEN

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Town of Bergen IT Privacy Policy

3/11/2025

Introduction

Thank you for visiting the Town of Bergen's website. This website is designed to make it easier and more efficient for individuals and businesses to interact with the Town of Bergen. The Town of Bergen recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit the Town of Bergen's website.

Consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law, this policy describes the Town of Bergen's privacy practices regarding information collected from users of this website. This policy describes what information is collected and how that information is used. Because this privacy policy only applies to this website, you should examine the privacy policy of any website, including other state agency websites, that you access using this website.

For purposes of this policy, "personal information" means any information concerning a natural person, as opposed to a corporate entity, which, because of

This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)-632-9922 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 2050-9410 or by fax (202)690-7742 or e-mail program.intake@usda.gov.

name, number, symbol, mark, or other identifier, can be used to identify that natural person. The Town of Bergen only collects personal information about you when you provide that information voluntarily by sending an e-mail or by initiating an online transaction, such as a survey, registration or order form.

Information Collected Automatically When You Visit this Website

When visiting this website automatically collects and stores the following information about your visit:

- i. The internet Protocol address and domain name used, but not the e-mail address. The Internet Protocol Address is a numerical identifier assigned either to your Internet service provider or directly to your computer;
- ii. The type of browser and operating system you used;
- iii. The date and time you visited this site;
- iv. The web pages or services you accessed at this site;
- v. If you downloaded a form, the form that was downloaded;

None of the foregoing information is deemed to constitute personal information.

The information that is collected automatically is used to improve this website's content and to help the Town of Bergen understand how users are interacting with the website. This information is collected for statistical analysis, to determine what information is of most and least interest to our users, and to improve the utility of the material available on the website. The information is not collected for commercial marketing purposes and the Town of Bergen is not authorized to sell or otherwise disclose the information collected from the website for commercial marketing purposes.

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Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among users of this website. The use of cookies is a standard practice among Internet websites. To better serve you, we use "session cookies" to enhance or customize your visit to this website. Session cookies can be created automatically on the device you use to access this state agency website. These session cookies do not contain personal information and do not compromise

your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this website. A session cookie is erased during operation of your browser or when your browser is closed.

The software and hardware you use to access the website allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this website.

Information Collected When You E-Mail This Website or Initiate an On-Line Transaction

During your visit to this website, you may send an e-mail to the Town of Bergen. Your e-mail address and the contents of your message will be collected. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this website, or to forward your message to another agency/organization for appropriate action. Your e-mail address is not collected for commercial purposes and the Town of Bergen is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

The Town of Bergen does not knowingly collect personal information from children or create profiles of children through this website. Users are cautioned, however, that the collection of personal information submitted in an e-mail or through an online transaction will be treated as though it was submitted by an

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adult, and may, unless exempted from access by federal or State law, be subject to public access. The Town of Bergen strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide personal information online.

Information and Choice

The Town of Bergen does not collect any personal information about you during your visit to this website unless you provide that information voluntarily by sending an e-mail-

You may choose not to send us an e-mail. While your choice not to participate in these activities may limit your ability to receive specific services or products through this website, it will not prevent you from requesting services or products from the Town of Bergen by other means and will not normally have an impact on your ability to take advantage of other features of the website, including browsing or downloading most publicly available information.

Disclosure of Information Collected Through This Website

The collection of information through this website and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. The Town of Bergen will only collect personal information through this website or disclose personal information collected through this website if the user has consented to the collection or disclosure of such personal information.

Participation in an online transaction resulting in the disclosure of personal information to the Town of Bergen by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by Town of Bergen for the purposes reasonable ascertainable from the nature and terms of the transaction.

However, the Town of Bergen may collect or disclose personal information without user consent if the collection or disclosure is: (1) necessary to perform the statutory duties of the Town of Bergen, or necessary to operate a program authorized by law,

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or authorized by town or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through this website is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

The Town of Bergen may disclose personal information to federal or state law enforcement authorities to enforce the Town of Bergen's rights against unauthorized access or attempted unauthorized access to the Town of Bergen's information technology assets or against other inappropriate use of this website.

Retention of Information Collected Through This Website

The information collected through this website is retained by the Town of Bergen in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law.

Information on the requirements of the Arts & Cultural Affairs Law may be found at [http:// www.archives.ntsed.gov/records/laws-local-government-records-law-57a](http://www.archives.ntsed.gov/records/laws-local-government-records-law-57a).

Information, including personal information, that you submit in an e-mail is retained in accordance with the records retention and disposition schedule established for the records of the program unit to which you submitted the information.

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Confidentially and Integrity of Personal Information Collected Through This Website

The Town of Bergen is strongly committed to protecting personal information collected through this website against unauthorized access, use, or disclosure. Consequently, the Town of Bergen limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information are required to follow appropriate procedures in connection with any disclosures of personal information.

In addition, Town of Bergen has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For website security purposes and to maintain the availability of the website for all users, the Town of Bergen employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage this website.

Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this website.

Links

In order to provide users with certain information, **the Town of Bergen** provides links to the websites of local, State, and federal government agencies, and to the websites of other organizations. A link does not constitute an endorsement of the

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content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that website. Once you link to another website from this website, including one maintained by the Town of Bergen you are subject to the terms and conditions of that website, including, but not limited to, its Internet privacy policy.

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