

Privacy Statement

Welcome to the Town of Concord, Massachusetts web site. Your privacy is one of our top priorities. The following policy applies only to the use of the Town of Concord web site. As you navigate the web site, you will see some links that, when clicked, will take you to external web sites operated by other agencies. External web sites may have individual privacy policies tailored to the interactions available through each site. We strongly suggest that you read the privacy policies for each web site that you visit through a link appearing at this site.

Your privacy with respect to the use of this website results from a partnership between the Town Of Concord and you, the user. At this website, we attempt to protect your privacy to the maximum extent possible. However, because some of the information that we receive through this website is subject to Public Records Law, Massachusetts General Laws Chapter 66, Section 10, we cannot ensure absolute privacy. If the information that you provide to us through this site is subject to the law, then it may be made available to the public by others who are subject to the law. This policy informs you of the information that we collect from you at this site, what we do with it, to whom it may be disseminated, and how you can access it. Based on this information, you can make an informed choice about your use of this site. You can maximize the benefits of your privacy partnership with the Town Of Concord by making informed choices about whether to share personally identifiable information with us through this site.

Personally Identifiable Information. We use the term "personally identifiable information" to mean any information that could reasonably be used to identify you, including your name, address, e-mail address, Social Security number, birth date, bank account information, credit card information, or any combination of information that could be used to identify you.

Information Voluntarily Provided by You. This site collects voluntary information from you only through the e-mails (including the Contact Us Form) that you send through this site. E-mails sent by you to this site will contain personally identifiable information. While the Contact Us Form allows comments providing only a name and e-mail address, the IP address is also logged when your message is transmitted (see below).

Information Automatically Collected and Stored by this Site. This site does not currently collect "cookies", but does collect and store indefinitely your Internet Protocol ("IP") address, (which does not identify you as an individual), as well as information about the date and time of your visit, whether a file you have requested exists, and how many "bytes" of information were transmitted to you over the web from this site. We use your IP address to assess the frequency of visits to this site and the popularity of its various pages and functions. IP addresses may also be used to help prevent a high number of multiple votes within the user poll system. We will not attempt to match any personally identifiable information that you provide to us with your IP address, unless there are reasonable grounds to believe that doing so would provide information that is relevant and material to a criminal investigation.

Dissemination of Your Personally Identifiable Information. We do not sell any personally identifiable information collected through this website. However, once you voluntarily submit personally identifiable information to us through an e-mail, its dissemination is governed by applicable laws and regulations.

The information that you voluntarily submit will be disclosed only to Town of Concord employees or officials with a "need to know" for purposes of fulfilling their responsibilities. They will only use the information to answer your questions, respond to any requests for assistance, and fulfill the Town Of Concord's legal obligations. Where appropriate, we may provide the information submitted by you to the person or company that is the subject of your inquiry, or to a government agency responsible for the matters referred to in your communication.

Security. Because this site does not encrypt incoming e-mail, you should not send information that you consider highly sensitive through this website. We may use software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Except for authorized law enforcement investigations, no attempts are made to identify individual users or their usage habits.

Contact Information. For questions about your privacy while using this website, please contact the [webmaster](#).

Hyperlink Policy. Some pages may provide external web site links to various community, regional, and governmental organizations that may be of interest to users of this web site. These links are provided as a courtesy for the convenience of the users. The Town Of Concord does not necessarily endorse these organizations, nor does it control the content of the linked web sites. The Town Of Concord reserves the right to deny any and all requests for links, and to sever existing links at anytime.

Policy changes. We will post substantive changes to this policy before they take effect. Any information we collect under the current privacy policy will remain subject to the terms of this policy. After any changes take effect, all new information we collect, if any, will be subject to the new policy.

Questions and requests for links should be addressed to the [webmaster](#).

Definitions:

Cookies are files that a website can place on your computer. A cookie file contains unique information that a website can use to track such things as your password, lists of web pages you have visited, and the date when you last looked at a specific web page, or to identify your session at a particular website. A cookie file allows the web site to recognize you as you click through pages on the site and when you later revisit the site. A web site can use cookies to "remember" your preferences, and to record your browsing behavior on the web. Although you can prevent web sites from placing cookies on your

computer by using your browser's preference menu, disabling cookies may affect your ability to view or interact with some web sites.

An "**Internet Protocol Address**" or "IP Address" is a series of numbers that identifies each computer and machine connected to the Internet. An IP address enables a server on a computer network to send you the file that you have requested on the Internet. The IP address disclosed to us may identify the computer from which you are accessing the Internet, or a server owned by your Internet Service Provider. Because it is machine-specific, rather than person-specific, an IP address is not, in and of itself, personally identifiable information.