



Privacy Policy

City of New Buffalo, Michigan

As a government entity, the City of New Buffalo is committed to the privacy of those that interact and conduct business with us. This policy addresses the collection, use and security of the information connected with general business activities, as well as access to that information.

How Information Is Collected and How it is Used

While doing business with the City of New Buffalo through the website, it is necessary for the city to gather certain information. This information does not identify you personally.

1. The Internet Protocol (IP) address and domain name used. The IP address is a number assigned to your Internet service provider or to your computer. This address can be translated to determine the domain name of your service provider.
2. The Web browser you used.
3. The Operating system you used.
4. The date and time you visited the website.
5. The webpages or services you accessed at the website.
6. The website you visited before coming to the City of New Buffalo website.

This information is collected and analyzed by the City of New Buffalo to improve our web content and services.

Voluntary Information

The City of New Buffalo website does not collect personal information unless the visitor voluntarily provides information by sending an email, completing a form or an application (either online or hardcopy). Examples of forms and applications on this include:

- Surveys used to gather public opinion and feedback;
- Requests for city services;
- Reports for an issue, problem or crime;
- Applications for employment or volunteer positions;
- Registration for city-sponsored events or activities; or



- Application used to facilitate the issuance of permits, licenses, registration, etc. with the city.

The voluntary personal information collected using various forms depends on the purpose and business you are conducting with the city. Some services can be completed via online form, while some must be completed in person, via mail, via phone or via fax. This activity is dependent on the service being requested and/or if you choose not to submit your information over the internet.

The information collected may not be limited to text characters but might also include audio, video or graphic information formats. This information may be stored in a database or sent to city employees via email. We use the information collected to respond to your query or complete the service you have requested. Also, the information may be used to improve our services. All information, including survey, email information, or form data may be shared internally with city departments within the extent permitted by law. The information will not be distributed externally except as required by the Michigan Freedom of Information Act. Survey data, if released, will only be provided in an aggregated format.

The City of New Buffalo does not:

- Collect or sell information for commercial marketing;
- Provide personal information to private organizations; or
- Share any personal information with other agencies or persons if prohibited by law.

Some city projects involve collaboration with other local or state government agencies. Voluntary personal information submitted to the City of New Buffalo to express interest in or make comments about such projects may be shared with the other agencies involved.

Emergency Notification (CodeRED)

The City of New Buffalo website offers the ability to subscribe to an emergency notification system (CodeRED). This service provides the public with the ability to receive voice, text, and/ or email notifications generated by government and public safety officials.

Public Disclosure



In the state of Michigan, there are laws to ensure that government is open and transparent. The public has a right to access appropriate records and information entrusted to the city government.

Pursuant to Michigan's Open Meetings Act (MCL Act 267 of 1976), information collected by the City of New Buffalo potentially becomes public record and may be subject to inspection and copying by members of the public, unless an exemption in the law exists. Some state and federal laws, outside the Freedom of Information Act, protect specific records and are prevented from being disclosed. Investigative records maintained by regulatory agencies, business and licensing boards may be exempt. Finally, specific federal law may govern whether certain information or documents may be disclosed (i.e., Health Insurance Portability and Accountability Act of 1996 or HIPAA). Careful legal research is necessary to evaluate each request for public records.

In the event of a conflict between this Privacy Policy and the Michigan Freedom of Information Act or other law(s) governing the agency's disclosure of records, the Michigan Freedom of Information Act or other applicable law(s) will control.

Cookies

Cookies are small text files generated by the Web server and stored on the visitor's computer. Cookies can be read by the Web server to determine if a particular Web page has already been visited or when the visitor last accessed the website. An example would be for an online survey where a cookie could be used to tell the Web server that a particular visitor has already completed the survey. Cookies do not contain personal information and are not used to mine data.

Security Information and Disclaimer

The City of New Buffalo uses industry standard practices to safeguard the confidentiality of your personal identifiable information, including "firewalls" and encryption Secure Socket Layer (SSL) technology. We employ many different security techniques to protect such data from unauthorized access. "Perfect" security, however, does not exist on the Internet.

Unless a particular Web page on the City of New Buffalo website indicates that encryption technology is being used, the user should not assume that information submitted through that Web page to the City of New Buffalo Web server will be treated as confidential. Visual cues (an unbroken key or locked lock) report to the visitor that the online service is secure through a given Web page. If a user submits information to the City of New Buffalo's Web server through a Web page containing visual indicators of active encryption technology, the City of New Buffalo will take all reasonable precautions to safeguard the confidentiality of such information. Additionally, the city



shall not be held liable for any injury caused by the disclosure of that information, whether caused by security breach, accident, inadvertence or any other act resulting in disclosure.

Unauthorized attempts to upload information or change information on the city's Web site are strictly prohibited and may be punishable under all applicable state laws and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

Retention of Information

For specific information regarding the retention of information, please contact the City of New Buffalo City Clerk's Office.

Feedback

If you have any questions or comments regarding the City of New Buffalo privacy policy, please contact us.

The city may choose to amend the information in the privacy policy at any time without notice. Any substantial change in the way identifying information is used will be prominently displayed on the city's website.