

Town of East Montpelier, Vermont

<http://eastmontpeliervt.org>

Website Policy and Privacy Statement

Thank you for visiting the official government website for the Town of East Montpelier, Vermont. We are happy to provide this service to the public and hope users will find it to be a valuable resource.

The Town of East Montpelier owns and maintains this internet site and uses reasonable efforts to provide current and accurate information. The Town makes no warranty or representations as to the currency or accuracy of the information.

Neither the Town of East Montpelier, its internet service provider, nor any of the parties involved in creating, producing or delivering this site shall be liable for any direct, incidental, consequential, indirect or punitive damages arising out of your access, use of, or inability to use this site, or any errors or omissions in the content thereof.

The Town of East Montpelier is not responsible for the content, views, opinions or representations of any off-site pages referred to through links.

Persons submitting email comments or questions to the Town of East Montpelier's officials, volunteers, or employees should be aware that the Town cannot guarantee, nor does it represent, that such communication will remain private and confidential. Similar to mailed or delivered comments, comments received via email may become subject to public disclosure under the State of Vermont Public Records Law and/or as part of the discovery procedure in a legal action.

No advertising will be accepted on this site.

Information Disclaimer

The Town of East Montpelier has made reasonable efforts to ensure the accuracy of the information provided in this website. However, due to the possibility of unauthorized access to this site, data transmission errors, changes to source material made since the last update to the site, or other human or mechanical errors, the information contained on this website should not be deemed reliable for legal purposes. Please contact the Town of East Montpelier's Town Administrator at 802-223-3313 x 204 to verify the accuracy of the information.

Privacy Statement

The protection of individual privacy is a concern to the Town of East Montpelier. The Town of East Montpelier has created this privacy statement in order to demonstrate its firm commitment to privacy. The following discloses our information gathering and dissemination practices for this site:

Information you provide to us

The Town of East Montpelier does not keep any personal information about you or your visit to our Internet site unless you have specifically supplied it to us. For instance, you may have supplied us with personal information as part of a request for information or for purposes of registering or obtaining a license or permit online. Similarly, you may have sent us an email or left us a message in some other electronic format. Any form of electronic communication will be treated in the same way as written forms of communication and in many instances will be considered public information available to the public upon request. To the extent allowed by law, the Town will make reasonable attempts to protect personal financial information from disclosure.

Other information about your visit to our site

Like most Internet sites, our website reads some information from your computer that helps us analyze traffic patterns, perform routine maintenance, maintain site security, and to help you navigate through our site. Generally the information we collect is temporary and when you leave the site this information is deleted from our system. The only information the Town automatically collects and maintains is the following:

- total number of visitors to our site
- types of computer systems used to access our site
- web browser type and version
- date and time of access
- the website you visited prior to coming to this website
- information about possible system security threats

This privacy policy does not apply to websites operated by third parties that you may access through a link from our website.

The way we use information

We use the information you provide about yourself when requesting information only to provide that information to you. We do not share this information with outside parties except to the extent necessary to complete your request.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website. For example, we may disclose that X number of individuals visited a certain area on our website, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Structure and Operations of the Site

Any town committee, commission, board, or sub-committee shall be issued its own page under the Boards and Committees tab. Here the basic information (what it is about, who the members are, contact information for at least one member) about each committee, commission, board, or sub-committee will be included, with a link to the page with the minutes.

Content generally goes to the Town Administrator for posting. Each committee, commission, board, or sub-committee with its own page is encouraged to designate a member to edit the content on that page. The Town will develop a back-up plan for posting when the Town Administrator is unavailable.

The Town Administrator will annually compile a report to the Selectboard on the monitoring analytics for site visits and other aspects of the site use.

Type of content that will be included on the site include: Town grand list (with property values but not tax information), annual town report going back as many years as is technically feasible, zoning permits, election results as soon as practicable.

The following are available at the Town Office but not on the web site: value of property transfers, voter checklist, vital statistics (birth, death, marriage), delinquent tax list, dog licenses.

For unelected town employees: The site will provide all contact information that is town provided (office numbers & emails), but not personal contact information.

For elected officials: The site will provide contact information unless they specifically opt out.

Policy on Town of East Montpelier Website Links

The purpose of the Town of East Montpelier's website is to provide information about Town government, services, and attractions. The Town's website may provide links to websites outside the Town's website that also serve this purpose. The Town is not responsible for and does not endorse the information on any linked website unless the Town's website states otherwise.

The following criteria will be used to decide whether to grant requests for Town website links. If a particular request does not fit any of the following criteria, the Webmaster or Town Administrator will decide whether to approve the request. The Webmaster or Town Administrator will approve the requested website link if it serves the general purpose of the Town's website.

The site calendar will include the municipal meetings with links to agendas and locations. It will provide links on the page to school calendars.

The Town's website will provide links to web sites for:

- Governmental and educational institutions
- Organizations with some relationship to the Town (including but not limited to: organizations sponsoring town activities or programs, and organizations participating in town activities or programs)

- Generally recognized community organizations
- Organizations providing information about art, cultural, and sporting activities in the Central Vermont area
- Organizations providing information about employment opportunities in the Central Vermont area
- Organizations providing local services information
- Utilities
- Area newspapers
- Businesses in town that request links

The Town's website will not provide links to websites for:

- Candidates for local, state, or federal offices
- Political organizations or other organizations advocating a position on a local, state, or federal issue
- Corporate or other for-profit organizations unless they fit any of the criteria stated above
- Personal home pages

Adopted by the Town of East Montpelier, Vermont Selectboard on November 4, 2013

Revised September 8, 2014