

**CONEWAGO TOWNSHIP  
DAUPHIN COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2009-9**

RESOLUTION by the Board of Supervisors of the Township of Conewago, Dauphin County, Pennsylvania, establishing Policy for the Township's Website:

WHEREAS: The following Conewago Township Website Policy will be the Rules and Policy by which Township officials and /or employees will use to make sure the Board of Supervisors have approved the material that is on the Township website or is placed on the website by an elected official or employee of the Township. This web site being conewagotownship.com

WHEREAS: WEBSITE POLICY: The following Policy applies to this website, conewagotownship.com which is the Official Local Government Web Site for the Conewago Township, Dauphin County, Pennsylvania The purpose of the Conewago Township website is to promote communication, programs, services, policies, and objectives of the Township.

WHEREAS: This policy specifically addresses content of site, links and informational announcements on the site. Conewago Township's website contains links to other sites, which allow site users to leave the Township's site. Conewago Township cannot and does not make any representation about these sites or the materials and/or information available there. The fact that Conewago Township made these links available is not an endorsement or recommendation by the Township of any of these sites. Conewago Township respects the value of providing contact information to community resources. When organizations make an official request to the Board of Supervisors for inclusion on the Township website, municipal staff will review the request to determine its relevance and appropriateness. The following criteria will be used to decide whether to grant requests for links to and announcements for outside agencies to be placed on the Township website:

### **Privacy Policy**

Our privacy policy is plain and simple. We collect NO personal information like names or addresses when you visit our website. If you choose to provide that information to us it is only used to fulfill your request for information. Please be aware that email sent to Township of Conewago may, under certain circumstances, be considered public information and as such be eligible for request under the Open Public Records Act In an effort to protect interactive participant's anonymity, Township of Conewago makes a concentrated effort not to display email address directly on our website. Individual email addresses, where technically possible, are stored within a database that can only be accessed by an authorized program. We do collect some technical information when you visit our website. The information is used to help make your visit seamless. The section below explains how we handle and collect technical information when you visit our website.

### **Privacy Warning**

Email is not a secure medium. Personal information sent via the Internet can be intercepted. You may, therefore, wish to reconsider the advisability of sending messages that contain sensitive, personal information to this Internet address. The Conewago Township does not plan on divulging information collected or information disclosed voluntarily, but may be

information is being used for a purpose other than what was intended when submitted, you may contact the Township's Network Administrator as shown in the Contact Information Section of this statement.

## **If You Send Us Personal Information**

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, e-mail address and phone number. A domain name or Internet protocol address is not considered personal information. We collect no personal information about you unless you voluntarily provide it to us by sending us email, participating in a survey or completing an on-line form. You may choose not to contact us by email, participate in a survey, or provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse the Conewago Township web site and read or download any information provided on the site.

If you choose to provide us with personal information online - such as filling out a Contact Us form with personal information and submitting it to us through the website -- we use that information to respond to your message and to help us get you the information you have requested. We only share the information you give us with an appropriate individual if your inquiry relates to that person, or as otherwise required by law. We never create individual profiles or give it to any private organizations. Conewago Township never collects information for commercial marketing.

## **Site Security**

For site security purposes and to ensure that this service remains available to all users, our web server employs commercial software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Conewago Township, the web site development company, and the manager of this web site have taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction on a monthly basis. Unauthorized attempts to upload information or change information on our server are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

## **Cookies**

When you visit some websites, their web servers generate pieces of information known as cookies. Some cookies collect personal information to recognize your computer in the future. This is not the case at the [conewagotownship.com](http://conewagotownship.com) website which use non-persistent cookies or "per-session cookies." These cookies do not collect personal information on users and they are erased as soon as you leave our website. Per-session cookies serve technical purposes, providing seamless navigation through the [conewagotownship.com](http://conewagotownship.com) website. These cookies do not permanently record data and they are not stored on your computer's hard drive.

The conewagotownship.com cookies are stored in memory and are only available during an active browser session. Once you close your browser, the cookie disappears. This should be a note for your concern that other web sites could be collecting all types of information while you are visiting their sites. **Conewagotownship.com does not.**

### **Information Collected and How it is Used**

If you do nothing during your visit but browse through the web site, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our web site;
2. The type of browser and operating system used to access our site;
3. The date and time you access our site;
4. The pages you visit; and
5. If you linked to Conewago Township web site from another web site, the address of that web site.

We use this information to help us make our site more useful to visitors - to learn about the number of visitors to our site and the types of technology our visitors use. We do not track or record information about individuals and their visits.

### **Children**

We at Conewago Township are especially concerned about protecting children's privacy. We hope parents and teachers are involved in children's Internet explorations. It is particularly important for parents to guide their children when children are asked to provide personal information on line. Conewago Township encourages children to communicate with their local government officials and send email messages with their feedback and suggestions. We specifically ask children to get their parents' permission before providing any information on line -- at our site or any other site -- and hope parents will always be involved in those decisions. Most importantly, when children do provide information through Conewago Township web site, it is only used to enable us to respond to the writer, and not to create profiles of children.

### **Public Access to Information**

In Conewago Township, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by the municipal government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws. All the information collected at this site becomes public record that may be subject to inspection and copying by members of the public, unless an exemption in law exists.

## **conewagotownship.com Linking Policy**

Conewagotownship.com links to many websites created and maintained by other public and private users. When users link to an outside website, they are leaving the conewagotownship.com site and are subject to the privacy and security policies of the owners/sponsors of the outside website(s).

- Organizations that provide a public service to the community with regard to emergency information, public safety information, and/or public health information
- Community non-profit charitable, educational, recreational, scientific, or cultural organizations
- Public and private utility service companies
- International, national, state, regional or city professional organizations at the discretion of the departments whose activities pertain to such professions
- Information provided by departments that pertain to the areas of knowledge the departments are involved in or have knowledge of
- Promoting the economic development and health of the Township.

IN KEEPING WITH ITS GOVERNMENT PURPOSE, CONEWAGO TOWNSHIP WILL NOT PROVIDE LINKS OR ANNOUNCEMENTS FOR:

- Commercial enterprises or non-profit organizations, unless they fit any of the criteria stated above.

### **A. Prohibitions**

conewagotownship.com will not link to any website that exhibits hate, bias or discrimination. Furthermore, conewagotownship.com reserves the right to deny or remove any link that contains misleading information or unsubstantiated claims, or is determined to be in conflict with conewagotownship.com mission or policies of Conewago Township Board of Supervisors

### **B. Disclaimer of Endorsement**

The information posted on the conewagotownship.com website includes hypertext links or pointers to information created and maintained by other public or private organizations. conewagotownship.com provides these links and pointers solely for our users' information and convenience. When users select a link to an outside website, they are leaving the conewagotownship.com site and are subject to the privacy and security policies of the owners/sponsors of the outside website. Conewago Township, its agencies, officers, or employees exercise no control or guarantee accuracy over the organizations, views, accuracy, availability, copyright or trademark compliance or the legality of the material contained on those servers and do not sponsor, endorse, or approve the information, content, products, materials, opinions or services contained on such external sites. The visitor proceeds to these external sites at their own risk. Conewago Township and its web development company specifically disclaim any and all liability from damages which may result from the accessing of a third party site which is linked to Conewago Township web site, or from reliance upon any such information. conewagotownship.com does not guarantee that outside websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

**CONEWAGO TOWNSHIP WILL CONSIDER PROVIDING ADDITIONAL LINKS AND ANNOUNCEMENTS FOR:**

- Federal, State, or local governmental agencies as well as other websites maintained by or on behalf of international, national, state, regional, or local governmental or public educational agencies.
- Non-profit groups of which the Township is a member, or which directly support the mission of the Township by providing resources for the fulfillment of Township services
- Organizations that receive direct financial support from the Township

**Ownership Policy for the conewagotownship.com web site**

All site material, including but not limited to, software, design, text, images, photographs, illustrations, graphic material, or other copyrightable elements, and the selection and arrangements thereof are the property of Conewago Township, and are protected, without limitation, pursuant to U.S. and foreign copyright, trademark and other applicable laws. Conewago Township hereby grants you a personal, non-exclusive, non-assignable and non-transferable license to use and display the above-mentioned material for noncommercial and personal use only, provided that you maintain all copyright and other notices. You agree not to reproduce, modify, display, perform, publish, distribute, disseminate, broadcast or circulate any material to any third party including, without limitation, the display and distribution of the material via a third party website, without the express prior written consent of Conewago Township. Use of Conewago Township's material is only permitted with their express written permission. You further agree that you will not disassemble, decompile, reverse engineer or otherwise modify the material. Any unauthorized or prohibited use may result in civil liability and criminal prosecution under applicable federal, state, and international laws.

**Contact the Conewago Township as follows:**

To review your personal information, request correction of your personal information, or to offer comments about Conewago Township web site, or about the information presented in this Privacy Notice, please contact: Norman Miller Administration 3279 Old Hershey Road Elizabethtown, Pa 17022 Phone: 717-534-8556

NOW, THEREFORE, BE IT RESOLVED that the Supervisors of Conewago Township, Dauphin County, Pennsylvania, hereby adopts this policy on content that can be placed on the Township of Conewago website.

ADOPTED by the Board of Supervisors of Conewago Township this 12th day of the month of August, 2009.

BOARD OF SUPERVISORS  
CONEWAGO TOWNSHIP  
DAUPHIN COUNTY, PENNSYLVANIA

ATTEST:

By: Shelley Meyers  
Secretary

By: John O. Corbitt  
Chairman

(SEAL)

By: Jay M. Brandt  
Vice-Chairman

By: A. H. Shelly  
Board Member