



## **WEBSITE PRIVACY POLICY**

Thank you for visiting the Aiken County website and reviewing our privacy policy. Our privacy policy is clear: We will collect no personal information about you when you visit our website unless you choose to provide that information to us. (Please also review our security policy: [www.aikencountysc.gov/Reference/ITD\\_WebsiteSecurity.pdf](http://www.aikencountysc.gov/Reference/ITD_WebsiteSecurity.pdf))

### **Information Collected and Stored Automatically**

If you do nothing during your visit but browse through the website, 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, "company1239.com") 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 website;
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 at our site that you visit; and
5. If you linked to the Aiken County website from another website, the address of that website.

We use this information to help us make our site more useful to visitors, by learning 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. This information does not result in the identification of your personal email address or other personal information.

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

When you engage in activities on this site, you may be asked to provide certain information about yourself by filling out and submitting an online form, or sending an email to an Aiken County official. It is completely optional for you to engage in these activities.

Depending upon the activity, some of the information that we ask you to provide is identified as mandatory and some as voluntary. If you do not provide the mandatory data with respect to a particular activity, you will not be able to engage in that activity online. Instead, you will need to use a non-web option for transacting that business with Aiken County Government.

### **How your personal information is used**

If you choose to provide us with personal information -- as in an e-mail to County staff, or by filling out a form with your personal information and submitting it to us through our website -- we use that information to

respond to your message and to help us get you the information you have requested. We treat emails the same way we treat letters sent to the County offices. We are required to maintain many documents for historical purposes, but we do not collect personal information for any purpose other than to respond to you. However, information we receive may be considered public information which is subject to disclosure under South Carolina law. Except for information disclosure required by South Carolina law, we only share the information you give us with another government agency, if your inquiry relates to that agency. Moreover, we do not create individual profiles with the information you provide, or provide such information to any private organizations. Aiken County does not collect information for commercial marketing.

Information that you provide may also be used by Aiken County as part of our efforts to keep vendors informed about standards, requirements or service changes, or other services of Aiken County Government. All information collected will be shared only with other Aiken County residents or organizations as required by state or federal law.

### **Protection of your personal information**

Aiken County Government recognizes and appreciates the importance of responsible use of information collected on this site. Information may be saved for a designated period of time in order to comply with the State of South Carolina's archiving policies. However, information will not be disclosed to third parties or other government agencies, unless required by state or federal law.

### **Protection of Minors**

We are especially concerned about protecting children's privacy. We hope parents are involved in children's Internet explorations. It is particularly important for parents to guide their children when children are providing personal information on line. We specifically ask children to get their parents' permission before providing any information on line -- at our site or any other site -- and recommend parents always be involved in those decisions. Most importantly, when children do provide information through the Aiken County website, it is only used to enable us to respond to the writer, and not to create profiles of children.

### **Use of cookies**

When you visit Aiken County's website, you can surf the site anonymously and access information without revealing your identity. In order to improve our site, we may use "cookies" to assist your visit. A cookie is small amount of data that is transferred to your browser by a web server and can only be read by the server that gave it to you. It can function as your identification card, recording your passwords, purchases, and preferences. However, it cannot be executed as code or deliver viruses.

Most browsers are initially set to accept cookies. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether or not to accept it.

For some web pages that require an authorization, cookies are not optional. Users choosing not to accept cookies will probably not be able to access those pages. While certain web pages use cookies to assist your visit to the Aiken County website, and while our web servers automatically log the IP address of your computer, this information does not identify you personally, and you remain anonymous unless you have otherwise provided personal information to a specific web page. The County does not monitor your web-browsing activities with cookies.

We want to be sure you understand that accepting a cookie in no way gives us access to your computer or any personal information about you. We know that some citizens have concerns about cookies, but the benefit we both gain from their proper use is worthwhile.

### **Other Sites**

Aiken County's privacy policy extends to this website only. If you link to another company's website through the **[www.aikencountysc.gov](http://www.aikencountysc.gov)** website, you should read that company's privacy policy to determine its practices regarding its website.