

Town of Whitefield Online Operating Guidelines - Terms of Service and Privacy Policy

The Town of Whitefield, ME provides a municipal website at the address www.townofwhitefield.com.

The Town of Whitefield does not provide official blogging sites.

Purpose of the Municipal Website. The purpose of the municipal website is to provide timely information to citizens and other parties regarding municipal services and activities in the Town of Whitefield and to promote the public health, safety and welfare of residents. The Town of Whitefield homepage is not intended to be a forum for expressive activity by members of the public or by government officials; instead it should provide neutral information and data and links which do not espouse specific views.

Website Operation. The Select Board is responsible for the daily operation of the website. The Board may delegate authority to operate the website to an individual as the Site Administrator. The Administrator will be responsible for timely uploading, screening and updating materials. The Board will be responsible for all content displayed on this site.

Web links. For purposes of these guidelines, an "external link" is a link to a website maintained by an outside party. An "internal link" is a link to a portion of the Town website that is maintained by the Administrator or by an operating agreement with the Town.

External Links. Any request for an external link shall be submitted to the Administrator in writing through the "contact us" section of the Town website. To be approved, an external link must go to a website that has information specifically of interest to the Town of Whitefield.

The Town website will not provide links to sites that promote or exhibit bias, discrimination, pornography, libelous or otherwise defamatory content. The Town website will not link to websites or blogs where anonymous commenting is permitted.

The Administrator reserves the right to determine how and where external links will appear on its website.

Privacy Policy for the Official Website of the Town of Whitefield, ME

The Town of Whitefield does not capture personal information about visitors to our websites without their permission. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the website was created.

Public Disclosure. All information collected on the Town of Whitefield website - including online form submissions and e-mails generated to and from e-mail links - will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of 1 MRSA Chapter 13.

Personally Identifiable Information. "Personally identifiable information" is information about a person that is readily identifiable to that specific individual. It includes, for example, an individual's name, street address, e-mail address, or phone

number.

Personally identifiable information will not be collected unless someone voluntarily sends an e-mail message, or fills out and sends an online form. The choice not to participate in these activities will not impair anyone's ability to access certain information or obtain a service online.

Unless specifically protected under state law, any information provided may be inspected by the public or disclosed in a legal proceeding. This includes personally identifiable information submitted by Town staff for staff purposes.

E-mail Senders. E-mail messages, sent to any Town of Whitefield address, will be treated the same as any other written communication. They are subject to public inspection or legal disclosure and are saved in accordance with Maine statutes.

E-mail sent using the "Contact Us" feature of the municipal website are public records. E-mails sent to the Town's elected officials as a group and to other standing boards and commissions may be posted on the Town website for viewing by any party. Responses of individual elected officials or appointed officials are not posted on the website unless the official specifically directs them to the online area for e-mails. All e-mails are available by request to the Whitefield Town Assistant.

Electronic Form Filers. Any other information provided by a visitor to the Town of Whitefield website, such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to Town Office. Information provided may be subject to public inspection and legal disclosure and may be saved for a period of time before it is destroyed. It may be shared with anyone who requests it.

InforME Subscribers. The Town of Whitefield links to the "Rapid Renewal" online vehicle re-registration process offered by the State of Maine through InforME. (Information Resource of Maine) The files downloaded from the State update our vehicle history file, which includes all the information on a vehicle registration including fees.

We, the Town, are not allowed to give information regarding vehicle registrations. We refer anyone who requests such information to the State of Maine Bureau of Motor Vehicles.

Disclaimer

Neither the Town of Whitefield, nor any officer or employee of the Town of Whitefield warrants the accuracy, reliability or timeliness of any information published on the Town of Whitefield website, nor endorses any products or services linked from the system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information.

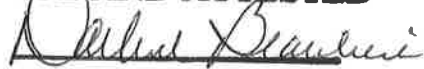
Portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at his or her own risk.

Various websites may be linked through the Town of Whitefield website. Visitors to those sites are advised to check the privacy statements of those sites and be cautious about

providing personally identifiable information without a clear understanding of how the information will be used. This Privacy Statement does not apply to linked sites that are not affiliated with the Town of Whitefield.


Adopted On May 26, 2020

TRUE AND ATTESTED


TOWN CLERK


Lester Sheaffer, Chair


William McKeen, Vice Chair


Charlene Donahue


Lise A. Hanners


Keith Sanborn