



Approved: _____

SUBJECT: SOCIAL MEDIA PRIVACY POLICY

PURPOSE: To establish the City's online services privacy information practices when visiting the City's website

General Policy: The City's Social Media Privacy Policy explains the online information practices of the City of Claremont. It does not apply to non-City of Claremont websites that **visitors** are able to reach from Claremont's website or to any social media sites. The City of Claremont encourages **visitors** to read the privacy policies of other sites in order to learn how they collect and use **visitor** information.

Provisions:

Purpose

The City of Claremont takes visitors' privacy seriously. The City does not collect personally identifiable information when visiting its website or using its services unless visitors choose to provide that information to the City.

1. What this Privacy Policy covers

This Privacy Policy covers the City of Claremont's website's treatment of personally identifiable information the City obtains when visitors are on this website and use the City's website's services.

This policy does not describe information collection policies on other sites, including social media sites or those linked to or from this website.

2. What type of information is collected

The City of Claremont may automatically collect aggregate information about the use of its site, including which pages are most frequently visited, how many visitors the City receives daily, and how long visitors stay on each page.

3. How the City uses the information collected

The personally identifiable information the City collects from and about visitors may be used to provide email-based newsletters and other information to visitors as requested and to notify visitors from time to time about services offered by the City or other entities associated with the City.

In the event of a known security or virus threat, the City may collect information on the internet content visitors view.

4. With whom the City shares information

The City may disclose information about visitors if the City has a good-faith belief that it is required to do so by law or legal process, to respond to claims, or to protect the rights, property or safety of the City of Claremont or others.

The City may disclose personally identifiable online information (that visitors have provided to the City) with representatives within the City of Claremont and related entities, other government agencies, or other named entities. In order to address, meet, and combat security and virus threats, the City may also share some information collected automatically, such as IP addresses, with other government agencies.

The law may require the City to share collected information with authorized law enforcement.

5. Children and the collection of information

The City of Claremont does not intentionally collect information from children under the age of 13. The City will comply with the Children's Online Privacy Protection Act (COPPA) at all applicable times.

6. Changes to this Privacy Policy

The City of Claremont may revise and update this Privacy Policy at any time. Visitors' continued usage of this site means visitors accept those changes.

Contact Information

Questions or comments regarding this Privacy Policy should be sent by email to: contact@ci.claremont.ca.us or by U.S. mail to:

Attn: Public Information Officer
CITY OF CLAREMONT
PO BOX 880
CLAREMONT CA 91711

Revisions:
6-13-17 (new policy)