

Administrative Polices and Procedures			
<b>SUBJECT:</b> Online Personal Information Privacy Policy			<b>IS 13.10</b>
Effective Date: 2/09/2005	Revision Date: 2/09/2005	Revision #: 1	Page: 1 of 3
Authority: Town Manager		Information Systems Director:	
Revises Policy:			

**I. PURPOSE**

To establish the Town of Jupiter's (TOJ) online privacy policy for internet visitors to the TOJ website.

**II. SCOPE**

This policy applies to all Town of Jupiter website visitors.

**III. POLICY**

No personal information shall be collected from online visitors to the TOJ website, unless the website visitor affirmatively chooses to make such information available to the Town.

When you visit the TOJ website, the web server automatically recognizes only the Internet domain and IP address from which you accessed the website. This information does not result in the identification of your personal e-mail address or other personal information.

Information is only gathered by the TOJ regarding the volume and timing of access to the website by collecting information on the date, time and pages you visited while at the site. This is done so that the content of the website can be improved, and your personal information is not disclosed.

If you choose to share personal information with the TOJ, such as by subscribing to an e-newsletter, sending a message, or filling out an electronic form with personal information, the information will be saved for a designated period of time in order to comply with the State of Florida's archiving policies. However, information will not be disclosed to third parties or other government agencies, unless required by state or federal law. Please note that Chapter 119, Florida Statutes (Florida's Public Records Law) requires that all information received in connection with government business be made available to anyone upon request, unless the information is subject to a specific statutory exemption.

If you have other questions about this privacy policy, or have suggestions on how it may be improved, please feel free to e-mail the TOJ at [webmaster@jupiter.fl.us](mailto:webmaster@jupiter.fl.us).

**IV. DEFINITIONS**

IP address – Numerical sequence that acts as an address for the World Wide Web as well as other computer networks.

E-newsletter – A newsletter that is sent via email in digital form.

**V. PROCEDURES**

As a standard operating procedure, the TOJ Information Systems staff will review these records periodically to determine policy compliance by individual website visitors.