

# **Ingham County Road Commission**

## **Privacy Policy**

**(Public disclosure)**

**Adopted August 11, 2005**

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### **Ingham County Road Commission**

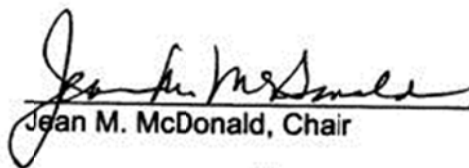
#### **PRIVACY POLICY**


#### **STATEMENT OF PURPOSE**


The privacy of your personal information is important to the Ingham County Road Commission. Any information collected by the Ingham County Road Commission will be kept confidential and will only be used or shared in ways where you have consented.

Personal information is any information provided to an entity that identifies you as an individual, including name, address, social security number, credit rating, etc. It is a common practice and often a necessity for organizations to collect personal information to conduct business or offer services. This policy is intended to protect your personal information and prohibit unlawful tampering or disclosure.

In harmony with the above statement, the attached Ingham County Road Commission Privacy Policy is now in effect.

  
Jean M. McDonald, Chair

  
Larry R. Smith, Vice Chair

  
Joseph A. Guenther, Commissioner

Dated: August 11, 2005

## **I. SCOPE**

This policy is provided as required by law and represents the way the Ingham County Road Commission collects and uses personal information. It applies to all individuals and organizations that ask about and/or obtain information, and specifically all employees of the Ingham County Road Commission.

## **II. PRIVACY PROTECTION FOR THE PUBLIC**

### **a. Security of Information**

The Ingham County Road Commission makes every effort to ensure appropriate security of data, in addition to complying with applicable federal and state legislation including, but not limited to: The Privacy Act of 1974, The Freedom of Information Act of 1976, and The Elliott-Larsen Civil Rights Act of 1976.

The Ingham County Road Commission website ([www.inghamcrc.org](http://www.inghamcrc.org)) is protected by software security protocols. Remember that if you leave our website and link to another, the second web site security procedures will be in effect. We do not pass any information to secondary websites via an internet link.

E-mail is not necessarily secure against interception. The security protocols of your Internet Service Provider (ISP) and that of the messaging recipient's ISP will impact the security of the transmission.

### **b. Collection of Information**

Information may be collected from the public when requesting services, applications or filing complaints with the Ingham County Road Commission, or visiting our web site.

If you visit our website or download information, we may collect and store the name of the domain from which you access the Internet, the date and time of the access, and the internet address of the website that directly linked you to our site.

In order to collect the web site information, we use "cookies". Cookies are small pieces of temporary data that facilitate the exchange between you and our web site. Cookies assist in letting you navigate through our web site based on your selections from within our web site. These cookies are stored on your PC only during the active session linking you to our web site. Once the session has ended, the cookies are deleted.

You do not have to provide any personal information when accessing our website. If you choose to do so, by sending a message to an e-mail address on this site, we will use that information to respond to your message or to fulfill the stated purpose of that communication.

### **c. Use of Collected Information**

The use of information collected from the Ingham County Road Commission web site access is limited to the creation of summary statistics to track the number of visitors to our website, monitor system performance, and to make our site more useful to our visitors.

### **III. DISPOSAL OF INFORMATION**

All records containing personal information shall be disposed of in accordance with the Record Retention Schedule of the County Road Association of Michigan. Working documents that contain personal information shall be physically secured while work is not being performed and shredded upon completion of work.

### **IV. PENALTIES FOR POLICY VIOLATIONS**

Employees who violate this policy are subject to progressive discipline, providing the violation did not adversely impact the life, safety and/or livelihood of another person or the security and/or property of the Ingham County Road Commission itself.

An employee who violates this policy resulting in a direct adverse impact to the life, safety and/or livelihood of another person or to the security and/or property of the Ingham County Road Commission itself, may be terminated.

Any person who violates the Social Security Number Privacy Act 454, Section 3, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1000.00 or actual monetary damages including attorney fees, or both, as stated in said act 445.86.

Under Michigan law, a person who makes a false representation or false certification to obtain personal information or who uses personal information for a purpose other than a permissible intent is guilty of a felony, which may be punishable by imprisonment of up to 15 years, or a fine of up to \$15,000.00, or both.

### **V. NOTIFICATION AND CHANGES IN POLICY**

Publication of the Ingham County Road Commission's Privacy Policy is the responsibility of the Director of Administrative Services. Publication shall be by posting on the Ingham County Road Commission web site.

The Ingham County Road Commission may update this Privacy Policy periodically. If this occurs, the updated policy will be re-published to the Ingham County Road Commission website.