

Privacy Policy

This Privacy Policy was updated on and is effective as of July 17, 2012.

Thank you for visiting this website (“Site”) operated by the Town of Plainfield (hereinafter referred to as either “we”, “us” or “our”). Your privacy is important to us. To better protect your privacy, we provide this privacy policy (“Privacy Policy”) explaining our website privacy information policy and the choices you can make about the way your information is collected and used at the Site. This Privacy Policy applies only to our privacy practices with respect to the Site and does not apply to any offline practices. Your use of the Site indicates that you have read and accepted our privacy practices, as described in this Privacy Policy. In addition, to the extent available and posted on the Site, please review our Site Terms of Use, which governs your use of the Site. Applicable laws require us to tell you how we collect, share and protect your personal information. Please read this Privacy Policy carefully to understand what we do.

Information We Collect at this Site; Use of Cookies

For purposes of this Privacy Policy, “personally identifiable information” or “PII” means any information collected by us via the Site and by which you can be identified, including, but not limited to, your name, phone number, email address, physical address, log-in user name and log-in password, all of which is voluntarily provided by you in connection with your request for information from us, your submission of information to us, or payment of amounts owed to us. In all such cases, you choose whether to provide us with the PII, but certain portions or services of the Site may not be available to you if you do not provide the PII requested. In addition, we may collect certain anonymous information when you visit the Site, such as the domain name or IP address of your Internet service provider (e.g., America Online, Earthlink). One manner of collecting such anonymous information is through cookies. Cookies are small bits of data cached or stored on your computer based on Internet activity. The information we gather through cookies may include, without limitation, your IP address, user language, operating system (e.g., Windows XP or Mac OS), browser type (e.g., Netscape, Internet Explorer), preferences, usage patterns, the presence/absence of “flash” plug-ins, your screen resolution, connection type and information that identifies the cookie. We may use IP addresses, cookies, pixel tags and other tracking mechanisms to analyze trends, administer the site, track a user’s movement, and gather broad demographic information for aggregate use and/or to improve user experience. The information collected from these mechanisms is not linked to personally identifiable information. You may configure your browser to reject cookies but, if you do so, you may not be able to use the full functionality of the Site. Additional information may be collected by third parties acting on our behalf, including but not limited to the collection of your name, credit card number, credit card type (e.g., Visa, MasterCard), credit card expiration date and credit card security code (e.g., CVV code, CID code) by a third party payment processor relating to your payment of amounts owed to us. Please see the “Links to Third Party Sites” section of this Privacy Policy regarding privacy concerns and considerations regarding your submission of personally identifiable information to third parties.

Children’s Privacy

The Site is not directed at children and we do not knowingly collect any PII from children under thirteen (13) years of age unless the collection complies with the Children’s Online Privacy Protection Act (“COPPA”). If you are under thirteen (13) years of age, do not send any information about yourself to us. If we discover that a child under the age of thirteen (13) years has provided us with PII, we will use commercially reasonable efforts to delete that child’s PII from our system.

How We Use the Information We Collect at This Site

We will not share your PII with any non-affiliated third parties, except for: (i) legal compliance purposes; or (ii) if you give us your consent. We may share PII and anonymous information with entities that perform functions on our behalf, including, but not limited to, third party payment processors. These third parties may have access to your information, including PII, only to the extent it is necessary to perform their duties and functions, and subject to this Privacy Policy.

We may use the PII you provide to us and may share such PII with our affiliated entities, Site service providers and agents to:

- facilitate payment by you of outstanding amounts (*e.g.*, account balances, tickets, court fees, etc...);
- fulfill your requests for additional information;
- evaluate employment opportunities;
- communicate with you;
- respond to your inquiries; and
- provide support services.

We may use the anonymous information that we collect to improve the design and content of our Site and to enable us to personalize your Internet experience. We also may use this information in the aggregate to analyze Site usage.

We may disclose PII in response to legal process, for example, in response to a court order or a subpoena. We also may disclose PII in response to a law enforcement agency's request, or where we believe it is necessary to protect the confidentiality and security of our records pertaining to you, to limit our legal liability or to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our Site Terms of Use, or as otherwise required or permitted by law.

Links to Third Party Sites

Please note that some services on our Site (including, but not limited to, processing of customer payments for outstanding amounts) are performed through third-party sites. To the extent that our Site contains links to other sites or automatically directs you to sites operated by third parties (whether on our behalf or otherwise), including but not limited to third party payment processing sites, whose information practices may be different than ours, you should consult the other sites' respective privacy policies as we have no control over information that is submitted to, or collected by, these third parties. By way of example, the processing of payments by you to us in connection with outstanding amounts may be conducted by a third party on our behalf. To that end, when you engage in the payment of such amounts to us, you may be automatically directed away from our Site and to the third party payment processor's site, which is governed by its own privacy standards. We are not responsible for the policies or practices of third parties. The privacy practices of third party websites linked to our site are not covered by this Privacy Policy. These other sites may send their own cookies or use other tracking mechanisms, may collect data and may solicit personally identifiable information. We cannot control this collection, or their use, of information. You should contact these entities directly if you have any questions about their use of the information that they collect.

Our Commitment to Security

We have put in place physical, electronic, and managerial procedures as we deem reasonable to safeguard and help prevent unauthorized access, maintain data security, and correctly use the information we collect online. However, we cannot guarantee the security of any information that

is disclosed online. We make no warranty regarding the security of any information you transmit to us via the Site and you do so at your own risk.

How to Contact Us

If you have any questions or concerns about this Privacy Policy for this Site or its implementation, or if you wish to update or correct your personally identifiable information, you may contact us in writing via certified mail to Town of Plainfield; Attn: Director - Information Technology (Privacy Policy); 206 West Main Street; Plainfield, Indiana 46168. We will contact any person lodging a formal complaint or requesting a correction to his/her personally identifiable information and will cooperate with appropriate regulatory authorities to resolve any complaints that can not be resolved between us and any individual(s). You should be aware that it is not always possible to completely remove or delete all of your information from our databases without some residual data because of backups and other reasons.

Updates & Effective Date

From time to time, we may update the Privacy Policy for this Site. We will notify you about material changes in the way we treat personally identifiable information by placing a notice on our Site. Such revised Privacy Policy will be effective as of the date posted to the Site and as stated in the revised Privacy Policy. We will not use PII in a manner materially different than as described in the Privacy Policy in effect at the time the information was collected. We encourage you to periodically check back and review this Privacy Policy so that you always will know what information we collect, how we use it, and to whom we disclose it.

Governing Law

You agree that this Privacy Policy shall be governed by and construed in accordance with the laws of the State of Indiana. Any dispute under or related to this Privacy Policy shall be brought exclusively in the state or federal courts in Hendricks County, Indiana.