

**INFORMATION SYSTEMS DIVISION
COUNTY OF WARREN
165 COUNTY ROAD 519 S
BELVIDERE NJ 07823-1949**

Barry W. Smith
Information Systems Director



Telephone: 908-475-6560
Facsimile : 908-475-6582
E-mail: bwsmith@co.warren.nj.us

Privacy Statement

This privacy statement covers all directories associated with www.co.warren.nj.us ; the official web site for the County of Warren, in the State of New Jersey.

This statement addresses:

- What personally identifiable information the County of Warren collects at co.warren.nj.us.
- What personally identifiable information third parties collect through the Web site.
- What organization collects the information.
- How the County of Warren uses the information collected at co.warren.nj.us.
- With whom the County of Warren may share visitor information collected at co.warren.nj.us.
- What choices are available to visitors regarding collection, use and distribution of the information.
- What types of security procedures are in place to protect the loss, misuse or alteration of information collected and under the control of the County of Warren at co.warren.nj.us.
- How visitors can correct any inaccuracies in the information that has been submitted to the County of Warren.

If visitors have questions or concerns regarding this statement, they should first contact Barry W. Smith, Web Site Coordinator, by EMAIL. If they do not receive acknowledgment of their inquiry or their inquiry is not satisfactorily addressed, they should then contact the Warren County Freeholders Office at:

Warren County Freeholders Office
165 County Road 519 South
Belvidere NJ 07823

Information Collection and Use

Information Collection

The County of Warren / co.warren.nj.us collects information from our site visitors at several different points on our Web site. The web site is hosted by Warrennet.org / Warren County Technical School, which has a privacy statement posted for information collection and use at www.WARRENnet.org . (Click Here) to view the privacy statement for Warrennet.org.

Information Use

This site does not collect any identifiable data/information about you when you visit this site through cookies. Your privacy is respected. Parents should advise children and teenagers to check for a privacy policy on any site that asks them for any information about themselves, and to ask for parental permission before sending any information.

The only data we track is how many people visit various pages on our web site, what version browser you are using and computer settings which may include your audio capabilities, so we may have our host WARRENnet.org develop pages that you can view. In all situations, information is collected in aggregate form, and no information on any visitor is singled out. The information is used for reporting purposes or in grant proposals, which may outline visitor utilization in various proposals in order to gain funding approval. Our host WARRENnet.org may also use the information for grant funding proposals.

No personally identifiable information is compiled on any visitor **except** where such information is voluntarily provided by the visitor on web forms and applications.

Profile

We store information that we collect through log files. A profile is stored information that we keep on our visitors that details their viewing preferences. For instance, we keep track of the most frequently visited pages ... or the least visited to determine if content needs to be changed.

Cookies

A cookie is a piece of data stored on the user's computer tied to information about the user. **We do not use cookies on this site.**

However, some of our service subscribers may use cookies on our site. We have no access to or control over these cookies. Please read all privacy statements on each link site associated with this site, or any other link site of our host WARRENnet.org.

Third Party Advertising

We currently do not allow advertising on our site, however there are links to business or other organizations that have requested such links. There is an approval process involved prior to a link being posted on our site.

Log Files

Like most standard Web site servers we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information. We use a tracking utility called Webtrends and a third party, SiteMeter.com, which uses log files to analyze user movement. We also use FreeFind.com, which is the search mechanism for our site. Please read their privacy statements as to what information is collected by these third parties.

Communications from the Site

We communicate with visitors on a regular basis to provide requested services. The collection of some personal information is required in order to provide these requested services. **However**, this information is not shared with third parties and is used only for internal purposes to track the usefulness of the services offered on the Web site.

E-mail (To and from the site)

E-mail responses are also sent in response to issues raised by visitors to the Web site Coordinator. E-mail requests sent to the Web Coordinator are forwarded to appropriate departmental areas for responses; therefore, the response to the issue raised by visitors may not be from the Web site Coordinator.

Please note; Any E-mail correspondence and returned responses are considered public documents and must be treated the same as regular mail correspondence.

Legal Disclaimer

Though we make every effort to preserve visitor privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, Open Public Records Act requests, or legal process served on our Web site.

Aggregate Information (non-personally identifiable)

We share aggregate demographic information with our consortium members or through grant applications. This is not linked to any personally identifiable information.

Third Party Intermediaries

We use a tracking utility from SiteMeter.com that uses log files to analyze user movement, as well as FreeFind.com, which is the search mechanism for our site. Please read their privacy statements as to what information is collected by these third parties.

Choice / Opt-out

Our visitors are given the opportunity to “opt-out”. For example, users who no longer wish to receive information from listservs that they may have subscribed to, may “opt-out” by replying to unsubscribe in the subject line in the e-mail or email us at

acharlton@co.warren.nj.us .

Links

This Web site contains links to other sites. Please be aware that we, co.warren.nj.us / Warren County government, are not responsible for the privacy practices of such other sites. We encourage our visitors to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

Information Requests (Warren County Wanderings Letter, Info Packets, Calendar Posting)

There are three main areas on the site that request information from visitors. Participation in the completion of the requested information is completely voluntary; therefore, the visitor has a choice whether or not to disclose this information. The requested information typically includes contact information (such as name and shipping address), and demographic information (such as zip code). Any information collected from a visitor is used only in relation to the form that has been completed and is not shared with third parties unless we give prior notice and choice.

Warren County Wanderings Subscription: The subscription page includes some privacy information, which addresses how the newsletter is distributed. The zip code is used to determine demographic information on how many requests are received from specific areas. This information is used to help determine content of the newsletter.

Warren County Community Calendar: The information that is approved for posting will contain the contact information that is submitted with the request. This means that all names, phone, and fax numbers will available to any person with access to the Internet.

Requests for Information: The submitted personal information is used only to return the material that has been requested. This information is not used for any other purposes. Minors should have the permission of their parents before completing the form and submitting any request. The county will not retain any information concerning name and

address. However, in order to determine the effectiveness of this outreach effort, the county reserves the right to retain information on the type of packet requested by zip code, which may be placed into a database for statistical purposes.

Security

This Web site takes every precaution to protect our visitor's information. When a visitor submits sensitive information via the Web site, their information is protected both online and off-line.

If users have any questions about the security at our Web site, users can send an e-mail to bwsmith@co.warren.nj.us .

Correcting / Updating / Deleting / Deactivating Personal Information

If a visitor chooses to complete one of our web forms and that visitor's personally identifiable information changes (such as zip code, phone, e-mail, or postal address), or if a visitor no longer desires the service they subscribed to, they should contact us by telephone or postal mail at the contact information listed below.

Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our visitors are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If, however, we are going to use visitors personally identifiable information in a manner different from that stated at the time of collection we will notify visitors by posting a notice on our Web site for 30 days prior to instituting any such policy amendment.

Contact Information

If visitors have any questions or suggestions regarding the County of Warren privacy policy, please contact us at:

- Phone: 908-475-6560
- Fax: 908-475-6582
- E-mail: bwsmith@co.warren.nj.us
- Postal Address:
Warren County Information Systems
165 County Road 519 South
Belvidere NJ 07823