



This policy is to inform visitors to the City of Harker Heights Website of its data gathering methods and use of such data. The City of Harker Heights collects many types of data throughout its Web site and the degree to which this data is used will be specified below. The City of Harker Heights may change this policy at any time at its sole discretion and without notice.

Logs and Activity Reports

The City of Harker Heights collects data each time a visitor enters the City of Harker Heights Web site or moves from one page to the next within the Web site. This information is used to gather statistics about visitors as a whole and in no way points to individuals. Personal information is not gathered in the City of Harker Heights log files. The information gathered falls into these categories.

- 1. Time of day.
- 2. Day of the week.
- 3. Which URL was visited prior to coming to the City of Harker Heights Website
- 4. Which file you are viewing at the City of Harker Heights Website
- 5. What browser and version of browser you use.
- 6. Which Operating System you use.
- 7. What Search Engine you came from.
- 8. What was your entry point into the website and the exit point out of the website.

The above information is processed and analyzed to keep the City of Harker Heights up to industry standards. Portions of the Web site's design and functionality are influenced by the data collected.

Collection and Use of Information

The City of Harker Heights does not sell or lease personal information. Information submitted to the City of Harker Heights Website may be subject to the Texas Public Information Act. Information about the Texas Public Information Act is available from the Office of the Texas Attorney General at <u>www.oag.state.tx.us/opinopen/opengovt.htm</u>.

For more information regarding specific City of Harker Heights Web pages or Web applications, contact the City webmaster via email, webmaster@ci.harker-heights.tx.us or call 254-953-5609.

Often personal or business information is requested by a City of Harker Heights online service. The request of information, storage of that information and the dissemination of that information will vary

based on the department and/or service. In each instance, clear indications of whether or not the information is required or optional will be marked.

The City of Harker Heights may be required by law enforcement or judicial authorities to provide personally identifiable information to the appropriate governmental authorities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

Security

This site uses a third party for online payment services. The third party is required by the City of Harker Heights and insure the City of Harker Heights that all credit card and other payment information that you transmit to will be protected by a minimum of 128-bit encryption technology; provided your browser is properly configured and your computer is operating properly. Security technology requires that you are using a reasonably current browser that is capable of 128-bit encryption. Current browsers provide visual cues to the visitor that the online service is secure. In the bottom of the browser you should see a key or lock. If the key is not broken or the lock is locked, then you are on a secure site. If not the site is not secure, you should not trust the transmission of personal information to the site.

Cookies

Cookies are small text files that are stored on the visitor's hard drive in order to place certain information regarding the transaction. A session ID, along with time date and other information may be gathered. In order for the transaction to take place, cookies must be enabled by your browser.

The City of Harker Heights Website uses cookies on all of its online pages. This information is collected for statistical purposes and to facilitate some online services.

OPT-OUT Statement

You are receiving the following email because either you provided your email during an event or registration or you provided your email at the City Website and expressed an interest in receiving information from the City of Harker Heights.

If you no longer wish to receive email messages from the City of Harker Heights, please forward a copy of the email message that you received to <u>webmaster@ci.harker-heights.tx.us</u> and in the Subject line of the email message include: OPT-OUT.

Once we receive this message we will delete your email address from our list.