

## **PRIVACY POLICY**

The City of Richland Center collects the email addresses of those who make payments through this site, aggregate information on what pages consumers access or visit and information volunteered by the consumer (such as survey information and/or site registrations). The information we collect is used to improve the content of our Web pages and the quality of our service and is not shared with or sold to other organizations for commercial purposes, with no exceptions.

- It is necessary to share information in order to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or as otherwise required by law.

## **INFORMATION AND USAGE**

When you make a payment through the City of Richland Center's web application, we ask for information such as your name, email address, billing address, and credit card information. Your credit card information is never stored or allowed to pass through our servers. It is sent directly to the payment processor.

The City of Richland Center uses collected information (with the exception of credit card information) for the following general purposes: billing, identification and authentication, services improvement, contact and research.

## **SECURITY**

All credit card transactions are processed using secure encryption: the same level of encryption used by leading banks. Card information is transmitted and processed securely on a PCI-Compliant Network.

## **COOKIES**

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website's computers and stored on your computer's hard drive. They are not required to use the City of Richland Center's website. We may use cookies to record current session information, but do not use permanent cookies.

## **DATA STORAGE**

The City of Richland Center uses third party vendors and hosting partners to provide the necessary hardware, software, networking, storage and related technology required to run our web application.

## **DISCLOSURE**

The City of Richland Center may disclose personally identifiable information under special circumstances, such as to comply with subpoenas.

## **CHANGES**

The City of Richland Center may periodically update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address used when making a payment or by placing a prominent notice on our site.