



Granville County Website Policy

Updated: August 5, 2019

Granville County uses its website as a source of information dissemination for community, businesses, and visitors; it is also as a communication tool for the public to reach Granville County personnel and elected officials.

Public Posting of Website Policy

The following information should be posted on the Granville County website:

The information contained in the Granville County web site is provided as a public service. The contents of this web site are subject to periodic change. Information represented is not intended to replace official sources. Although every attempt will be made to ensure that the information is accurate and timely, the information is presented “as is” and without warranties. Information contained on the Granville County web site should not be mistaken for legal advice. Information on the website should not be considered error-free and should not be used as the exclusive basis for decision-making. Use of web site information is strictly voluntary and at the user’s sole risk.

Other resources linked from these pages are maintained by independent providers. The County does not monitor all linked resources and cannot guarantee their accuracy. Statements, views, and opinions included in an independent provider’s material are strictly those of the authors. These views may not necessarily represent the opinions or policies of the County, its elected officials, agents, officers, or employees.

Privacy Policy

Purpose

This policy describes privacy practices regarding information collected from the Granville County web site. It contains information about what data are collected and how that information is used. This policy may be updated periodically, so please check back from time to time.

This policy applies only to the official Granville County web site. When you follow a link to another web site, even the site of another governmental agency, you are subject to the privacy policy of that site. You should check the privacy policies of each of these sites if you have questions about how they handle personally identifiable information.

Automatic Collection of Certain Information

No personally identifiable information is collected from visitors who simply browse this site or who download information from it. While our web servers maintain logs of user activity to help us manage the web site, information stored in these logs does not identify you personally. The logs store things such as the domain name and IP address from which you access our site, the type of browser and operating system you used, the date and time you accessed our site, the pages visited and the address of the site that you linked to us from (if you linked to our web site from another web site).

We use this information to learn how many visitors we have, where they are coming from, which parts of our web site are of most interest to visitors, and other facts that will help us improve the web site and the services we offer.

If You Send Us Personal Information

Visitors who request services through this site may be required to furnish additional information in order for us to provide the service requested. The additional information collected will be no more specific than if the visitor were requesting the service by any other means, including by telephone or an in-person visit to a County facility. If you participate in a survey or send us an email, your email address and the other

information you volunteered will be collected. We may share this information with other governmental agencies or organizations to provide the help you are requesting. We may also use that information to help assess user needs and analyze trends.

Privacy and Security

We will not rent, sell or give away any information identifying you individually (name, address, phone, number, etc.) to third parties for marketing or mailing list purposes without your permission. We will not send you unsolicited e-mail regarding any commercial offers or advertisements at any time.

Some information that you submit to us through this web site may be protected by encryption technology, whereas other information may not. Unless a particular web page on this site indicates that encryption technology is being used, you should not assume that information you submit through that web page will be secure. If you submit information to our server through a web page containing visible indicators of active encryption technology, we will take reasonable precautions to safeguard the confidentiality of such information. However, no web site can protect itself against all eventualities. Granville County will not be held liable for any injury caused by the disclosure of your information, whether by security breach, accident, inadvertence, or any other act resulting in disclosure.

Use of Cookies

Cookies or other technology may transfer information from this web site to your hard disk for record-keeping purposes. Cookies or similar technology can make the Internet more useful by storing information about your preferences on a particular site. The use of cookies or similar technology is an industry standard, and this web site, like many other web sites, uses them to provide useful features for our users. Cookies in and of themselves do not personally identify you, although they do identify your computer. Most browsers are initially set up to accept cookies. If you prefer, you can set your browser to refuse cookies. However, you may not be able to take full advantage of this web site if you do so.

Public Records

Granville County is governed by the North Carolina public records laws. This means that the information we receive online might be disclosed to any person making a public records request. Certain types of information are exempt from disclosure as public records. If you have questions about the North Carolina public records laws, refer to N.C. General Statute Chapter 132. For purposes of determining whether information is a public record, information sent to us through this web site is treated the same as information sent to us by mail or delivered to us in person.

Choices and Opting Out

While accessing our site, you may decline participation in any activity that asks for information (i.e. survey or e-mail). Your choice not to participate will in no way affect your ability to use any other feature on our site. You can “unsubscribe” to notices sent to you automatically by e-mail in one of the following ways:

- Each e-mail sent to you provides an automatic way to unsubscribe to a mailing list;
- You can unsubscribe by clicking the “Unsubscribe” link from the Granville County home page.

Altering Forms Warning

Unauthorized attempts to upload information or change information on this web site including unauthorized alterations to the wording of any online forms available on the site, are strictly prohibited. Alteration of the wording of downloadable or online forms renders the forms invalid. Unauthorized interference with the operations and functions of this web site, by electronic or other means, is strictly prohibited. Any attempt to use any information, feature, or other aspect of the site to engage in criminal conduct will be vigorously prosecuted. Any unlawful actions may be subject to criminal prosecution under the Computer Fraud and Abuse Act of 1986, and other criminal laws, and may also result in civil liability.

Questions and Comments

Web site content is maintained and updated by each individual County department. All questions regarding specific contents should be directed to the manager of the department for which the question is related. General comments from the public about our website are welcome and can be directed to Granville County Administration.

Website Administration

The Granville County website will be administered by an administrator appointed by the County Manager. Each department is responsible for the content of web pages pertaining to their department. Departments are expected to comply with the listed public policy in section 6.1.

Authorized Users

Department heads are strongly encouraged to have no more than 3 authorized users with access to the Granville County website. It is strongly encouraged that users be identified as the primary user, secondary user, and tertiary or back-up user and/or that the department head has a plan in place involving the creation and oversight of content within their department.

New Users

Department heads may not create new user logins. Requests for new user logins go to the website administrator. New users should receive a website training from the Administration Office before access is granted to the website. Exceptions to this policy should be cleared by the website administrator and/or the County Manager.

Deleting Users

Department heads may not delete user logins. Any change in administrative access to the website must be made by the website administrator. If an employee leaves Granville County or if an employee is no longer responsible for updating the website, department heads must notify the website administrator of the needed change.

ADA Compliance

The Granville County website will work to achieve and maintain ADA compliance.

Style Guide

Reserved for content.