

TOWN OF ERIE WEBSITE STANDARDS AND GUIDELINES

Disclaimer

The Town of Erie (the "Town") maintains a website for the purpose of providing Town residents and other interested parties with convenient and immediate access to information about the Town. This is a service that is continually under development, and despite efforts to keep the information timely and accurate, users should be aware that the information available on this website may not be timely, accurate, or complete, and may not reflect official positions of the Town.

The Town expects that online transactions are secure, and that all material aspects of the website function properly. However, the Town makes no warranties whatsoever in relation to the site, and users rely upon the website at their own risk. The Town specifically disclaims all warranties, including without limitation the warranties of merchantability and fitness for a particular purpose.

With respect to documents available from this website, neither the Town nor any of its employees assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe privately owned rights.

Please feel free to notify the [webmaster](#) of any errors that come to your attention as you use this website.

Privacy Statement

The purpose of the statement is to inform users of this site with regard to the collection and use of Personally Identifiable Information (PII). For the purposes of this statement PII means any information relating to an identified or identifiable individual who is the subject of the information.

Residents do not have to provide personal information to visit the Town's website to read, download, or print information. Government agencies may request PII from you in order to provide specific services that you request. Any information collected for that purpose would be only that which is necessary to provide those services and will be handled as it would be on an in-person visit to a government office.

In order to provide new services, design a more customer-friendly site, and facilitate access to it, the Town uses statistical analysis of traffic on the site. Information that is not personally identifiable such as IP numbers, browser types, and versions are collected and used for this purpose. The site does not attempt to associate this data with information that is personally identifiable.

Public Disclosure

As a governmental agency, the Town is governed by open records laws. Any information that the Town receives through use of the Town's website is subject to the same provisions as information provided on paper. Otherwise, the Town does not share PII with any third party without your permission.

This information is not reported or used in any manner that would reveal PII, and will not be released to any outside parties unless the Town is legally required to do so by law.

Content Pushing

Content pushing is the automatic delivery of applications and information to users and includes the use of broadcast email (i.e., Town Administrator Weekly Updates, Cone Zone Alerts, Media Releases, etc.). Such services will be provided only with the prior authorization of the user. Users are able to remove themselves from that service at any time. Choosing one service does not constitute choosing all services. When choosing a service, the user will be informed of exactly what service they are requesting, what information is required in order to provide that service, and how to subsequently remove themselves from that service should they choose to do so.

Erie Government Television

The Town of Erie's Local Government Access Channel, Comcast Channel 8, is transmitted on this website. Erie Government Television programming is subject to the limitations of [Channel 8 Mission Statement and Guidelines](#).

Use of Constituent Email Addresses

Email addresses obtained as a result of a request to the Town's website will not be sold or given to other private companies for marketing purposes. Email or other information requests sent to the Town's website may be maintained in order to respond to the request or to forward the request to the appropriate department. Individuals may be able to

receive updates on issues important to them, but only if they choose to "opt-in" to that specific service. By "opting-in" to one such service they do not "opt-in" to other services. Should they subsequently choose not to receive such informational updates via email they can remove themselves at any time.

Security Policy

This website uses a secure server for conducting online services. Some information that you submit through this website is protected by encryption technology, some is not. As a general rule, all PII is encrypted at submission time. Current browsers also provide visual cues to the visitor that a site or page is secure.

PII on this website is secured and only those employees or contractors who monitor the status of the computers, or perform routine maintenance are allowed access. If you submit information to the Town's server through a webpage that contains visible indicators of active encryption technology, the Town will take reasonable precautions to safeguard the confidentiality of such information. However, no website can protect itself against all risks of disclosure.

The user of this website agrees that the Town, its officials, and employees will not be liable for any injury caused by the disclosure of your information, whether by security breach, accident, inadvertence, or any other act resulting in disclosure.

Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under all state Computer Trespass laws and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

Online Profiling

Online Profiling is the practice of aggregating information about resident's preferences and interests, gathered primarily by tracking their movements online, and using the resulting resident profiles to create targeted content on websites. The Town does not conduct or participate in online profiling.

Linkage Policy

The documents on this website contain hyperlinks to information created and maintained by other entities and organizations. Please be aware that the Town does not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information. Further, the inclusion of pointers to particular items in hyperlinks is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered by the author of the reference or the organization operating the server on which the reference is maintained. The Town makes every reasonable effort to assure that it does not link directly to webpages that contain obscene, scurrilous, or otherwise objectionable material. If you encounter objectionable material on this page or on any linked page, please notify the [webmaster](#) immediately.

Links are limited to those which provide information to the public and relate directly to the services and functions that the Town provides to its residents. The links are not intended to create a forum for discussion on issues, topics, or politics. Therefore, the Town policy is that links on Town webpages are for informational purposes only and must be:

1. Sites of other governments, including agencies and political subdivisions thereof;
2. Sites of vendors contracted with the Town that provide access to Town services online;
3. Sites of organizations contracted with the Town that provide services to the Town's residents (i.e., a link to the Erie Chamber of Commerce Special Events Calendar which may serve as a posting site for announcements of community events);
4. Sites of Town-Endorsed or Town-Sponsored events pursuant to the Board of Trustees Policies and Procedures for Grants to Community Organizations; or
5. Sites of professional associations that are directly related to or govern the professionals employed by the Town in their provision of services to the Town's residents and employees.

Users are advised that the linked sites are not under the control of the Town and the Town is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

Each request for a link on any Town webpage shall be considered by the Communications & Community Engagement Department, and shall be granted or denied based upon the requirements set forth above.

Social Media

The Town's use of external social media sites is provided as a public service. The Town disclaims liability for advertisements, videos, promoted content, and/or comments accessible from any external webpage. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments on external social media sites does not imply endorsement by the Town.

The Town makes every reasonable effort to assure that it does not link directly to webpages or social media sites that contain obscene, scurrilous, or otherwise objectionable material. If you encounter objectionable material on this page or on any linked page, please notify the [webmaster](#).

- [View Social Media Policy](#).

Promotion

Promotion on the Town's website is temporary in duration and restricted to the conditions of the Town's Municipal Sponsorship Marketing Policy (Resolution No. 06-38), the Erie Parks & Recreation Department Sponsorship/Advertising Policy and the Board of Trustees Policies and Procedures for Grants to Community Organizations.

Online Calendars

The Town maintains online calendars on its website for the purpose of providing information to the public on matters related directly to the services and functions that the Town provides to its residents. Information and notices on these calendars are limited to:

1. Board of Trustees and advisory board/commission meetings, study sessions, and events;
2. Town events (i.e., Erie Police Department or Department of Public Works events, Erie Community Center activities, etc.); and
3. Town-Sponsored and Town-Endorsed Events as defined by the Board of Trustees Policies and Procedures for Grants to Community Organizations.

Altering Forms Warning

Unauthorized attempts to upload information or change information on this website, 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 website, 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.

Copyright

While the Town provides the information on this server to anyone, the Town retains copyright on all text, graphic images, and other content. This means that you may not: distribute the text or graphics to others without the express written permission of the Town; "mirror" this information on your server without our permission; or modify or re-use the text or graphics on this system. You may print copies of the information for your own personal use and reference this server from your own documents. Commercial use of the materials is prohibited without the written permission of the Town. In all copies of this information, you must retain this notice and any other copyright notices originally included with such information.

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Feedback

If you have any questions or comments regarding these Standards and Guidelines, please [contact us](#).