

## PRIVACY POLICY

Individuals who visit the Town of Lincolnville's website are important to us. Because visitors to our sites are important, we do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to provide the services, security, and information access for which the site were created.

### Identifiable

#### Personal Information

Identifiable personal information includes, but is not limited to:

Name	Address
Email Address	Password
Phone Numbers	Social Security Number

or any combination of data that could be used to identify you, such as your birth date, zip code, etc. Personally identifiable information will not be collected unless you voluntarily send an email message or fill out and send an online form. This information will be considered to be voluntarily provided and will be treated in the same manner as information provided in written form. Your choice not to engage in these activities will not impair your ability to browse our website; however, it may impair your ability to utilize some of our online services and information.

### Email

Email messages will be treated the same as any other written communication. They may be subject to public inspection or legal disclosure and may be saved for a period of time before they are destroyed.

### Site Statistics

We may collect some or all of the following information about visitors who view or access information from our website:

#### Information Definition

Date	Date visit occurred
Time	Time the visit occurred
Client IP	Unique Internet Protocol (IP) address of the website visitor. The IP address recorded is normally that of the visitor's Internet service provider, e.g., aol.com if the visitor connects from an America Online account.
Server IP	Unique Internet Protocol (IP) address of the web server accessed.
HTTP Status	Hyper Text Transfer Protocol (HTTP) error code, e.g., "404 Status Request Page Not Found."
HTTP Request URL	Identifies the web page or file requested by the website visitor.
Bytes Sent	Amount of data sent from the web server to website visitor during that connection.
Bytes Received	Amount of data sent from website visitor to the web server.
User Agent	Type of web browser or other client software that made request to the web server.
Referrer	Uniform Resource Locator (URL) that referred to the requested file
Protocol Version	Version of HTTP used by the visitor's web browser software.

The information we collect is used to improve the content and help us understand how people are using our services. We analyze our website's logs to continually improve the value of the materials available on our site. The information in our website's logs is not personally identifiable, and we make no attempt to link it with the individuals who use Town of Lincolnville's sites or services.

**Cookies**

We may use cookies in order to track visits to the Town of Lincolnville website.

**Hyperlinks**

Our website contains hyperlinks or “links” to other sites. Websites linking to our website may have different privacy practices from the ones described herein. Visitors to our websites should read the privacy statements of other websites they visit. Our privacy policy applies solely to information collected by our website.

**Information Disclaimer**

The Town of Lincolnville has made reasonable effort to ensure the accuracy of the information provided in this website. However, due to the possibility of unauthorized access to this site, data transmission errors, changes to source material made since the last update to the site, or other human or mechanical errors, the information contained on this website should not be deemed reliable for legal purposes. Please contact the Lincolnville Town Office to verify the accuracy of the information.

**Consent**

By using our website, you signify your assent to our privacy policy. If you do not agree with any term in this policy, please do not use our website or submit any personally identifiable information. If you have any questions about this policy, please contact the Town Administrator of Lincolnville or call 207-763-3555.

**Notice of Changes**

We will post any substantive changes in this privacy policy at least 15 days prior to the change taking effect. Any information collected under this current policy will remain bound by the terms of this privacy policy. After the changes take effect, all new information collected, if any, will be subject to the revised privacy policy.

**Contact**

If you have questions about this policy, please contact the Town Administrator of Lincolnville or call 207-763-3555.