

## **Privacy Policy**

Thank you for visiting the City of Pullman Web sites and reviewing our Privacy Policy. Your privacy is one of our top priorities. We view this Privacy Policy as a privacy partnership between the City of Pullman and you, our valued customer. The following policy applies only to the use of the City of Pullman Web sites; pullman-wa.gov, pullmantransit.com, and neill-lib.org.

We seek to protect your privacy to the maximum extent possible. However, because some of the information that we receive through these Web sites is subject to the [Washington State Public Records Law](#),

and due to the nature of Internet communications, we cannot ensure absolute privacy. Information that you provide to us through these sites may be made available to members of the public under that law. This Privacy Policy is designed to explain the specific privacy protections we provide to you at our Web sites. This policy informs you of the information that we collect from you at this site, what we do with it, to whom it may be disseminated, and how you can access it. Based on this information, you can make an informed choice about your use of this site. You can maximize the benefits of your privacy partnership with the City of Pullman by making informed choices about whether to share personally identifiable information with us through these sites.

### **Acceptance of this Privacy Policy**

By using these websites you agree to the terms and conditions of this Privacy Policy. Without limitation of the foregoing, you understand and agree that (1) the information collected by the City of Pullman may be stored indefinitely, (2) the City of Pullman may store, access and use the information in any jurisdiction, including jurisdictions in which the privacy laws may be different and less protective than those in your home jurisdiction and (3) the City of Pullman will not share any information submitted to these sites with any other organization or individual. Please do not use these websites if you do not agree to the terms and conditions of this Privacy Policy.

### **Changes to this Privacy Policy**

The City of Pullman reserves the right to change this Privacy Policy at any time but will not do so without posting the modified Privacy Policy on our websites. We encourage you to review our privacy policy whenever you visit our websites to make sure you understand how your information will be used.

What information does the City of Pullman automatically collect about you and how is it used? When you visit our websites, we automatically collect some basic information about your computer as part of the software operation of our website. The type of information we collect includes:

- User name;
- IP address (your computer's unique signature);
- Information about purchases made on our site or affiliated sites;
- Navigation information;
- Operating system (e.g., Windows 7, Macintosh);
- Browser software (e.g., Internet Explorer, Safari); and
- Internet Service Provider (e.g., Time Warner, Frontier).

We may use this information to compile statistics for the purpose of understanding the number of daily visitors, the pages most frequently visited, and how long visitors stay at each page. These aggregated statistics are used to help us to understand the needs of our users and to develop and continually improve our information and services to better serve those needs. We may also share this information in the aggregate with other third parties.

### **What are "Cookies" and how does the City of Pullman use them?**

Cookies are small text files that are sent to your computer from the server(s) hosting the City of Pullman's sites and saved on your computer's hard drive. Cookies allow the City of Pullman to personalize your experience on our websites to make your experience more useful by enabling you to conveniently navigate around our websites. We use cookies to track registration and transactional information regarding use of our websites. Most browsers are initially set to accept cookies. If you prefer not to have cookies placed on your computer, most browsers allow you to decline cookies. However, if you do so, some of the conveniences they make possible may not be available, and certain portions of our website may not be accessible to you.

**What information does the City of Pullman request you provide and how is that information used?**

Depending on the services requested from our websites, the City of Pullman may ask you to provide certain personal information. The types of personal information the City of Pullman collects include the following: your first and last name, telephone number, postal address, email address. We will also ask for credit card information from you in connection with purchases you may make through our website. This information is used to process any orders placed by you on the websites, to customize our websites, and to understand the needs of our users so that we may better serve you better. We do not sell or rent your personal information to others. We may provide to certain third parties aggregate statistics about our sales, products and services purchased through our web. This data will not contain any personally identifying information about you.

The City of Pullman reserves the right to disclose your personal information if required to do so by law or in the good-faith belief that such action is reasonably necessary to (1) comply with legal process; (2) respond to any claims; or (3) protect the rights, property, or personal safety of the City of Pullman and our customers.

**How is your personal information stored and protected?**

The personal information you may provide through our websites is retained indefinitely by the City of Pullman and electronically stored in secure environments that are made as inaccessible to the public as is reasonably possible. When you place orders or access your account information, we offer the use of a secure server. You may review, update or correct your personal information at any time by writing to us at City of Pullman, 325 SE Paradise, Pullman, WA, 99163, Attention: Website Admin.

**Links to Other Websites**

Links from our websites are provided for your convenience only. The City of Pullman is not responsible for the content of any third party website or the privacy practices of such third parties. In addition, any link from our websites to another website does not indicate that the City of Pullman endorses the services or policies of such third party website. You should always

investigate the information practices of all websites that you access and carefully examine the privacy policies, if any, of any websites appearing on or linking to or from our website. Personal information collected from the linked websites will be subject to the information practices of those websites.

### **Use of this Website by Minors**

The City of Pullman does not intend to collect information from individuals who identify themselves as under eighteen (18) years of age. If you are under eighteen (18), you should not provide information on these websites, and should ask your parent or authorized guardian to do so for you. The City of Pullman will not collect information from those individuals who identify themselves as less than eighteen (18) years of age without verifiable consent from a parent or other authorized guardian. Credit card transactions initiated by minors are governed by your cardholder agreement.

### **Questions or Concerns**

If you have any questions or concerns about this Privacy Policy or how your personal information is used, please write to us at City of Pullman, 325 SE Paradise, Pullman, WA, 99163, Attention: Website Admin.

### **Does The City of Pullman share the information with anyone?**

Unless a user consents to such distribution, the City of Pullman will not sell, lease, or give away personally identifiable information to other governments, organizations, or private businesses within the limits of the law.

It's important to know the law, as state and federal laws place a special burden on public entities such as the City of Pullman to assure the public's right to access public records and information. Public information (as opposed to private information) involves information about activity that is regulated. For example, in purchasing a birth certificate online, a person's name and birth date is public information (because births are regulated by the state), but the fact that

you bought it with a certain credit-card number is not (because means of purchasing is not regulated). Furthermore, public information would include correspondence with other agencies, including e-mails and website comments about shared processes, policies, activities and other types of general correspondence. However, certain subjects fall under [exemptions](#) of the state's public disclosure act.

For details, see [Revised Code of Washington 42.56.070](#) , Documents and indexes to be made public," and the federal "[Freedom of Information Act](#)"

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Outside of legal requirements and extreme emergencies, information on the City of Pullman website will not be released to anyone without the consent of the user.

### Disclaimer Notice

The City of Pullman makes no claims, promises or guarantees about the accuracy, currency, completeness, or adequacy of the contents of these websites and expressly disclaims liability for errors and omissions in its contents. In the event of a conflict between this Privacy Policy and the Public Records Act or other law governing the disclosure of records, the Public Records Act or other applicable law will control.

No warranty of any kind, implied, express or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to these websites or its links to other Internet resources. Although we have put in place security systems (as described in this Policy) that are designed to prevent unauthorized disclosure of your personally identifiable information, due to the nature of Internet technologies we cannot provide firm assurances as to the security of this information, and expressly disclaim any such obligation.

### Site Privileges

You agree to refrain from activity that imposes an unreasonable burden on the Sites, and we reserve the right, in our discretion, to limit the order quantity on any item and /or to refuse service to any customer who violates these provisions.

### **Choice of Law and Jurisdiction**

This Sites are controlled and operated by the City of Pullman from its location in Pullman, Washington. This Policy shall be construed in accordance with the laws of the State of Washington, without regard to any conflict of law provisions. Any dispute arising under this Policy shall be resolved exclusively by the state or federal courts sitting in Whitman County, Washington.