

**RESOLUTION #2015-0701**

**VILLAGE OF MONTICELLO  
WEBSITE DISCLAIMER**

**Disclaimer of Liability**

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The Village of Monticello makes information available on its web site to enhance public knowledge and promote a better understanding of the Village and its government. The Village attempts to provide accurate, complete, and timely information. The Village, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different purposes. The Village also retains the right to change any content on its web site without prior notice.

Information provided on the Village's web site should not be used as a substitute for legal, accounting, real estate, business, tax, or other professional advice. The Village of Monticello assumes no liability for any damages or loss of any kind that might arise from the use of, misuse of, or the inability to use the Village's web site and/or the materials contained on the web site. The Village also assumes no liability for improper or incorrect use of materials or information contained on its web site. All materials that appear on the Village's web site are distributed and transmitted "as is," without warranties of any kind, either express or implied, and subject to the terms and conditions stated in this disclaimer.

Communications made through e-mail or the Village's web site do not constitute legal or official notice where federal, state or local laws, rules, or regulations require that the Village receive notice of any existing or potential claim or cause of action against it, its departments, agencies, officers, employees, representatives, or agents.

The Village strives to provide a safe and enjoyable computing environment. The Village, however, assumes no liability for any virus or other contamination of or damage to your computer that might occur during or as a result of visiting its web site.

**Privacy Policies**

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The Village of Monticello commits itself to protecting the privacy of its web site visitors and users. We believe strongly that users expect and deserve to have their personal privacy protected while using the internet. Safeguarding the privacy of visitors to the Village of Monticello web site will help to preserve this trust and increase users' confidence and participation in online activities.

What we learn about you will depend upon what you do while visiting the Village of Monticello web site. If you visit our site solely to browse, read, or download information, our servers — like

most web servers on the Internet — will collect and store only that information that your web browser sends when it requests a web page. This information will likely include:

- The name, domain, and numerical Internet address of the host computer (typically a computer belonging to your Internet service provider and not your personal computer) from which you access the Internet. For example, your host computer will tell us that you have accessed our site from "yourcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain. It will also provide us with an IP address (which is a number that gets automatically assigned to your computer whenever you access the internet.) The information we receive may look something like this: IP address 169.207.69.84 at d84.as28.nwbl0.wi.voyager.net;
- The date and time of your visit;
- The Internet address of the web page from which you came;
- The page(s) you visit on our web site; and
- The information your web browser software sends as its so-called "user agent", which typically identifies the browser software and may also indicate the operating system and type of CPU used in your personal computer

The Village collects this information solely for the purpose of improving the quality of online services that we provide to users. We will periodically summarize and analyze this information in order to study site usage over time and to perform other studies that will help us improve the site's organization, performance, and usefulness.

When you visit our site simply to browse, read, or download information we will not collect any individual identifying or personal information. Nor will we use "cookies" without your express permission or any other means (such as Adware or Spyware) to track your visit in any way. Based upon the data we do collect during such "information-gathering" visits, the Village cannot ascertain any personal information regarding an individual user (such as name, street address, or telephone number.)

If you use our site to request a service, make a payment, or apply for a job or permit we will ask that you submit certain pieces of relevant personal information, based on the action taken. For example, when you request a service, we may ask for a name and street address. To complete a payment transaction we may require name, street address, and credit card or bank account number. You may need to provide certain personal information and property or other related data for permit applications. Online job applications will require complete and detailed personal information. As allowed by law, we will not share any of your personal or financial information with any third party at any time without your explicit permission.

However, please be aware that the Village of Monticello, as a governmental agency, must comply with various state and federal guidelines concerning open records and freedom of information. Thus, any information that we receive through use of our site will be subject to the same provisions as information provided to us through other media (such as printed material or voice records.) Property and permit information, in particular, are commonly deemed to be "public records." As such we often must, by law, make this information available upon request.

If you use our web site to conduct interactive transactions such as service requests, job applications, and online payments we may use "non-persistent" cookies to facilitate information processing. Certain application forms and other transaction-related features on our site may require use of cookies to work correctly. The "non-persistent" cookies that our site uses for such transactions will disappear as soon as you finish filling out the form or application that requires them.

Your participation in any feature, option, or service provided on our web site is and will remain entirely at your discretion. We will never assume that you wish to "opt in" to anything nor will we require you to "opt out" of any feature, option, or service that our site provides. Users visiting our web site may, at any time, decline to participate or discontinue their participation in any activity that asks for personal information (service requests, payment transactions, job applications, surveys, and the like). Choosing not to provide this information will in no way affect your ability to continue to use our site or any other feature on our site. However, electing not to provide certain important information may prevent the Village from responding to your request for service or completing your transaction

If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that E-mails us this information, we will use only the personally identifiable information to respond to your request. We may, if appropriate, redirect your message to another government agency or person who can better respond to your question or need.

Our web site may offer links to web sites of other organizations. Our privacy policy does not apply to these web sites. Please review carefully the appropriate privacy policies of any independent site you may access through links provided on the Village of Monticello site.

The Village's Attorney for the Village of Monticello has responsibility for changes to and interpretation of these policies. To comment or inquire about their content, please contact the Village's Attorney for the Village of Monticello.

## **Web Site Linking Policy**

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Throughout its website, [www.vi.monticello.wi.us](http://www.vi.monticello.wi.us), the Village of Monticello provides links to various external web sites. We do this as a public service for the benefit of citizens and other site visitors by helping them find easily the information they seek, whether it exists on the Village's website or elsewhere.

However, the Village's web site does not and cannot include links for everything. The Village of Monticello will choose the external web sites to which it will link based on whether the linked sites provide useful and appropriate information about the Village and its government to residents, businesses, and visitors.

In general, links on the Village's web site must satisfy a specific governmental purpose, such as promoting and protecting the public health, safety and welfare. The Village of Monticello web

site and the links that it contains are not intended to serve as a forum for public discussion or sharing of opinions.

The Village will retain the right to determine whether a link to an external site will be placed on [vi.monticello.wi.us](http://vi.monticello.wi.us), and where and how that link will appear. Links are provided solely for the benefit of the Village and users of [vi.monticello.wi.us](http://vi.monticello.wi.us).

The Village of Monticello will determine the suitability of providing links on its web site. The types of links the Village of Monticello may allow on its web site include, but are not necessarily limited to, the following:

- Official government institutions
- Accredited educational institutions
- Arts, cultural, and similar organizations of general interest to Village of Monticello citizens
- The Monticello Chamber of Commerce and other organizations that provide information of value for visitors to Monticello
- Sites that promote significant economic development in the Village of Monticello
- Major festivals and professional sports teams in Monticello and the venues where their events are located
- Internet mapping services
- Sites that further the Village's governmental purposes

The types of links the Village of Monticello shall not allow on its web site include, but are not necessarily limited to, the following:

- Sites promoting illegal activities
- Sexually explicit web sites
- For-profit commercial sites, except as permitted above
- Sites containing information that violates any of the Village's affirmative action or equal opportunity policies
- Candidate sites and sites supporting or opposing candidates for local, state or federal office
- Individual or personal home pages

The provision of a link to any site is not an endorsement of the organization or of site content. The Village of Monticello is not responsible for the content of any linked site or any link contained in a linked site. The Village reserves the right, at any time and without notice, to:

1. Deny a link that does not meet the criteria set forth in this policy
2. Deny or discontinue an external link at any time if the website provides or promotes false, slanderous, illegal, infringing or incorrect information
3. Remove any external link if the nature of the organization changes in such a way that it no longer complies with the Village's external link policy
4. Revise this policy without prior notice.

Sites that are linked from the Village of Monticello website may be reviewed periodically to confirm that the link still conforms to Village policy.

The Village's Clerk will make the final determination regarding links on the Village's web site, working in consultation with Village staff. An appeal to that determination may be filed in writing with the Office of the Village Clerk within 30 days of the determination. Appeals will be decided by the Village Board within 60 days of receipt of the written appeal.

Requests for clarification of this policy and suggestions for changes to this policy should be submitted to the Village Clerk.

## **Email Disclaimer**

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### **General**

The Village of Monticello is subject to Wisconsin Statutes relating to public records. Email sent or received by Village employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of Village email should presume that the email are subject to release upon request, and to state record retention requirements.

This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. The recipient should check this email and any attachments for the presence of viruses. The Village of Monticello accepts no liability for any damage that may be caused by a virus that may be inadvertently transmitted by this email.

If you have received this email in error, please destroy it and notify the sender immediately.

### **Regarding Contract Language**

Nothing in this message or its contents should be interpreted to authorize or conclude a binding agreement or contract between the Village of Monticello and the recipient of this email and its attachments without the express written confirmation by a Village of Monticello employee who is authorized to enter into lawful contracts.

### **Regarding Legal Advice**

If this email is from the Village of Monticello and is providing legal advice, it may contain information which is privileged, confidential, and protected by attorney client or attorney work product privileges. If you are not the intended addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited.

### **Regarding Tax Advice**

Pursuant to Circular 230 promulgated by the Internal Revenue Service, if this email, or any attachment hereto, contains advice concerning any federal tax issue or submission, please be advised that it was not intended or written to be used, and that it cannot be used, for the purpose of avoiding federal tax penalties unless otherwise expressly indicated. 31 CFR Part 10, § 10.35.

### **Regarding Trade Secrets**

The information in the email may include trade secrets or privileged or otherwise confidential information. Unauthorized review, forwarding, printing, copying, distributing, or using such information is strictly prohibited and may be unlawful.

## **E-Notify Disclaimer**

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The Village of Monticello offers its "e-notify" service as a convenience only. Subscription to the Village's "e-notify" service does not guarantee receipt of notification nor does receipt of an "e-notify" communication constitute delivery of an official communication from the Village. The Village of Monticello will assume no liability for any damages or loss of any kind that might arise from subscribers' failure to receive requested notices on a timely basis. Subscribers who require assurance regarding timely receipt of information should contact directly the appropriate Village agency or department.

**Please note:** sometimes email messages are undeliverable because of spam (junk e-mail) filters on email accounts--please, check your settings to ensure that your e-mail client is not directing Monticello.wi.us E-Notifications to your junk mail folders.

**Text message subscribers:** Depending on your cell phone contract, you may be charged by your service providers for the text messaging service. Moreover, you may be unable to receive text messaging in some geographical areas due to the unavailability of service by your service providers. The Village assumes no liability for any charges incurred for text messaging.