

TITLE: EGOV POLICY – SECURITY AND PRIVACY	
ADOPTED: JUNE 13, 2023	SUPERSEDES #:
LAST REVIEWED ON:	

Policy Statement:

The Town of Magrath is committed to providing security standards to ensure that the privacy and confidentiality of an individual’s personal information are maintained through their usage of the Town of Magrath’s eGov portal.

1. Definitions
 - I. FOIPP means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000 Ch. F-25
2. Responsibilities
 - I. Chief Administrative Officer
 - i. Shall review and revise this policy as necessary.
3. Guidelines
 - I. All personal information is managed according to the Freedom of Information and Protection of Privacy Act. This means that:
 - i. Users will be informed, at the point of collection, that their personal information is being collected and the purpose for which it is being collected.
 - ii. Users have a right of access to your information.
 - iii. Users have control over how the Town of Magrath obtains, uses, and discloses their personal information.
 - iv. All uses of information are subject to you not having refused or withdrawn consent unless disclosure is made for legal purposes.
 - II. The Town of Magrath automatically gathers and stores certain information about every user’s visit. This information does not identify the user personally, nor does it track or record information about individuals and their visits. The Town of Magrath uses this information to help us make our site more useful to visitors, to learn about the number of visitors to the website and the types of technology being utilized. Only the following information is stored and collected from a visit:
 - i. The internet domain and internet Protocol (IP) address from which the user accessed the Town’s website.
 - ii. The type of browser and operating system used to access the Town’s site.
 - iii. The date and time the user accessed the Town’s site.
 - iv. The paged you visited on the Town’s site.

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- III. The Town of Magrath eGov website may contain links to other sites including its own. The Town is not responsible for the content and privacy practices of other websites and may itself have different privacy and terms of use for websites outside of the eGov portal for other Town services. The Town of Magrath encourages you to examine the privacy policy and disclaimer of each site in order to make a decision regarding the disclosure of your personal information on that site.

- IV. The Town of Magrath uses electronic “cookies”. A cookie is a small amount of data that is transferred to your browser by a web server.
 - i. A cookie cannot be executed as code, nor can it deliver viruses.
 - ii. A session ID, time and date, and other information may be placed in a cookie.
 - a) This information is used to provide the user with an enriched experience while using the Town’s site.
 - iii. Once the user leaves the website, the session is considered done, and the cookie expires.
 - a) The Town of Magrath does not build profiles of users with the use of cookies and does not attempt to track individual users through the use of cookies.
 - iv. For a cookie to be written to a computer, cookies must be enabled by your browser.
 - a) Most browsers are initially set up to accept cookies. Users can set their browser to notify them when a cookie is received, giving the user the chance to decide whether to accept it. If the user chooses to refuse the cookie, the website may not behave as originally designed.

- V. If a user chooses to provide the Town of Magrath with personal information in an email or by filling out an electronic form and submitting it through the website, the Town of Magrath will use that information to respond to the message and to assist with providing the necessary information or service to the user.

- VI. Email messages are subject to FOIP.
 - i. The personal information shared is provided only to those areas that are responsible for carrying out the request.

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- ii. All email messages sent or received are property of the Town and may be accessed by managers or their designate without further consent of the author.
 - iii. All email messages required to be retained by law will be printed and maintained through a records management process.
- VII. Security measures have been implemented to ensure that web services remain available to all users. The Town of Magrath computer system employs software programs to monitor network traffic, to identify attempts to tamper with information or to otherwise cause damage.
- VIII. This policy is subject to change without notice.

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