

## **Web Site 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.

### **Definition of Personally Identifiable Information**

For the purpose of this statement "personally identifiable information" means any information relating to an identified or identifiable individual who is the subject of the information

### **Personally Identifiable Information Not Routinely Collected**

Users do not have to provide personal information to visit the Cumberland Valley Tree Service's (CVTS) web site or to download information. CVTS may request personally identifiable information from you in order to provide request services, but such information is handled as it would be on an in-person visit to a government office.

### **Personally Identifiable Information Available From CVTS Web Site**

The IP (Internet Protocol) numbers of computers (servers) used to visit this site are noted as part of our statistical analysis on use of our web sites so we may better design services and improve access to them. However, the site does not attempt to gain personally identifiable information on individual users and associate them with IP addresses.

### **Use of User E-Mail Addresses**

E-Mail addresses obtained as a result of a request to the CVTS site will not be sold or given to other private companies for marketing purposes. The information collected is subject to the access and confidentiality provisions of state law. E-Mail or other information requests sent to the CVTS web site may be maintained in order to respond to the request, forward that request to the appropriate person(s), communicate updates to the page that may be of interest to users, or to provide the web team with valuable customer feedback to assist in improving the site. Individuals will be provided with the ability to "opt out" at anytime of any communications regarding new service updates.

### **Data Security and Quality**

We are committed to data security and the data quality of personally identifiable information that is either available from or collected by the CVTS web site, and take reasonable precautions to protect personally identifiable information from loss, misuse or alteration. Any third parties responsible for this information are committed to the same principles, and also are required by contract to follow the same policies and guidelines as the Commonwealth of Pennsylvania in protecting this information. Unless otherwise prohibited by state or federal law, rule or regulation the individual is granted the ability to access and correct personally identifiable information whether or not the information inaccuracy was accidental or by unauthorized access.

### **Non-CVTS Web Sites**

Various web sites may be linked through CVTS' web site. Many of these sites may not be subjected to the laws CVTS has chosen to govern its web site. Visitors to those sites are advised to check the privacy statements of these sites and be cautious about giving personally identifiable information without the clear understanding of how the information will be treated.