

DAWSON COUNTY MONTANA Policy		Category	Information Technology, Security
		Effective Date	9-27-2016
		Last Revised	
Issuing Authority	DAWSON COUNTY MONTANA		
DAWSON COUNTY MONTANA Internet Privacy and Security Policy			

I. Purpose

Dawson County is responsible for establishing and enforcing countywide IT policies and standards. The purpose of this Policy is to implement the Internet Privacy and Security Policy for defining actions to fulfill the responsibility.

II. Scope

This Policy applies to the County as required under 2-17-505 (3) MCA.

III. Policy Statement

This Policy has been developed for the County's information system maintained by the County.

IV. Roles and Responsibilities

Roles and responsibilities are required by this Policy and in accordance with the Dawson County Data Breach Response Plan. Please see the Dawson County Policy Handbook.

V. Requirements

Dawson County respects each individual website user's right to privacy. Any personal information that is collected will not be disclosed to any third party except as required by applicable law, unless the website user has expressly permitted the disclosure or "opted- in" to allow the disclosure. The purpose of this statement is to inform website users of the use of information that may be collected while they are visiting this website.

Citizens and businesses are not routinely asked to provide personal information to visit county websites or to download information. This includes dawsoncountymontana.com websites. Government agencies may request personally identifiable information from you in order to provide requested specialized services, but such information is handled as it would during an in-person visit to a government office.

Montana law controls the level of access to personally identifiable information maintained in public records at state and local levels of government. Information that is generally available under Montana law may be posted for electronic access through dawsoncountymontana.com.

Use of Constituent Email Addresses

Email addresses obtained as a result of a request to the County website will not be sold or given to other private companies for marketing purposes unless it is specifically stated when the email address is requested and the user “opts-in” to having their email used in the stated fashion. The information collected is subject to the access and confidentiality provisions of Montana Code and Federal law. Email or other information requests sent to a county website may be maintained in order to respond to the request, forward that request to the appropriate agency, communicate updates to the county web page that may be of interest to citizens, or to provide the website designers with valuable customer feedback to assist in improving the site. Individuals will be provided with the ability to “opt-in” at any time to receive communication regarding new service updates.

Transaction Information

Dawson County uses secured third party servers for conducting online transactions. All credit cards and other payment information that is transmitted is protected by encryption technology, provided the website user’s browser is properly configured and the user’s computer is operating properly.

Data Security and Quality

Dawson County is committed to data security and the data quality of personally identifiable information that is either available from or collected by governmental websites, and has taken 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 County of Dawson 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 created by unauthorized access.

Non-State Websites

Various non-state websites may be linked through dawsoncountymontana.com. Since the County has no control over these non-state websites, visitors to those sites are advised to check their privacy statements and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. The County accepts no liability for other entities that are linked to the County’s websites. Visitors may also wish to consult privacy guidelines such as those recommended by the Online Privacy Alliance.

Website Security

For information security purposes, the computer systems that host dawsoncountymontana.com employ software programs to monitor network traffic to identify unauthorized attempts to compromise its devices. These attempts to cause damage could be subject to legal action.

Criteria

All government websites that collect personally identifiable information from a website user will apply the following criteria:

1. The website must identify who operates it.
2. The website must provide the address and telephone number, as well as an email address, where a contact can be made.
3. The website must give a general description of the types of third parties that may obtain the information that is being collected.
4. The website must provide the website user the ability to “opt-in” for allowing their information to be used in other ways than for the purpose of the website.

VI. Definitions

Government: The state which includes the State of Montana or any office, department, agency, authority, commission, board, institution, hospital, college, university, or other instrumentality of the state and political subdivisions of the state which includes any county, city, municipal corporation, school district, or other political subdivision or public corporation.

Personally Identifiable Information: Individually identifiable information about an individual collected online, including:

A first and last name

A residence or other physical address, including a street name and name of a city or town

An email address

A telephone number

A social security number

Unique identifying information that an Internet Service Provider or a government website operator collects and combines with any information described above.

VII. Compliance

Compliance shall be evidenced by implementing the Policy as described above.

Policy changes or exceptions are governed by the Dawson County Commissioners. Requests for a review or change to this instrument are made by submitting a request in writing to the Dawson County Commissioners.

Requests for exceptions are made by submitting a request in writing to the Dawson County Commissioners. Changes to policies and standards will be prioritized and acted upon based on impact and need.

IX. Enforcement

Policies and standards not developed in accordance with this Policy will not be approved as countywide IT policies or standards.

Enforcement for countywide policies and standards developed in accordance with this Policy will be defined in each policy, standard or procedure.

If warranted, management shall take appropriate disciplinary action to enforce this Policy, up to and including termination of employment, consistent with current County Policy. The discipline policy can be found in the Dawson County Policy Handbook. When considering formal disciplinary action, management will consult with their assigned Human Resource Specialist before taking action.

IX. References

A. Legislation

- 2-15-112 MCA Powers and Duties of Department
- 2-15-114 MCA Security Responsibilities of Departments for Data
- 2-17-505 MCA Policy
- 2-17-512 MCA Duties and Powers of Department Heads

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- ARM 2.13.102, 105, and 107 – Regulation of Communication Facilities