

PRIVACY POLICY

The City of Merriam (the “City”) is committed to maintaining your privacy as a visitor to the City’s website. The following privacy policy is designed to inform you of the information collected during your visit, what is done with the information, how you can change the information collected, and how to contact the City with your privacy and information concerns.

The privacy policies and procedures described here do not apply to any linked external sites. We suggest that you contact the linked sites directly for information on their privacy policies.

TYPES OF INFORMATION WE COLLECT

1. Personally identifiable information:

If you choose to complete one of the online applications or forms or submit an e-mail, your personally identifiable information will be collected. “Personally identifiable information” is that information which identifies you individually, such as your name, address, telephone number, and e-mail address. The City collects personally identifiable information only to the extent required to complete a particular transaction on the City’s website. The City will not collect your personally identifiable information unless you voluntarily choose to submit it. Your decision not to submit personally identifiable information will not affect or limit your access to the information available on our website. However, please note that the City cannot complete and process any applications or forms submitted or address any emails that are incomplete.

Children under 18 must have parental consent evidenced by prior written communication to the City before submitting any personally identifiable information through the City’s website.

If you are uncomfortable submitting your personally identifiable information on an application or form over the Internet, please visit us at City Hall, 9001 W. 62nd Street, Merriam, KS 66202, where all applications and forms will be made available. All applications and forms may also be downloaded and addressed to the City by mail or delivered in person.

2. Non-personally identifiable information:

The City collects certain non-personally identifiable information to monitor visitor traffic and evaluate and make improvements to our website. Information of this kind that may be collected through your visit includes:

- Your Internet Protocol Address (“IP”) and domain name. The IP is a numerical identifier assigned to your computer, mobile device or your Internet Service Provider. The City uses your IP to direct Internet traffic to you.

- The type of browser you use.
- Your internet service provider (ISP).
- The type of operating system you use.
- The date and time of your visit.
- The web page(s) or service(s) you accessed during your visit.

3. Cookies:

The City may use cookies to distinguish your browser and computer or mobile device, which in turn allows us to better serve you by customizing your visit to our website. "Cookies" are simple text files sent by the City's website to your computer or mobile device, which stores them via your web browser. In most cases, cookies created by your visit to the City's website do not contain or disclose personally identifiable information. You can refuse or delete cookies should you choose to do so.

WHAT WE DO WITH THE INFORMATION WE COLLECT

The City will not use any information you submit or we collect for any reason other than that for which it was solicited, although the City reserves the right to share this information with other City departments for business and administrative purposes. The City does not share personally identifiable information with third parties unless required to do so by the Kansas Open Records Act, K.S.A. 45-215 *et seq.*, or other applicable law.

QUESTIONS

If you have questions regarding this privacy policy or the City's compliance, please contact the City by phone: (913) 322-5500; or in person: City of Merriam, 9001 W 62nd Street, Merriam, KS 66202.

LEGAL DISCLAIMER

The City of Merriam does not make any warranties or representations with respect to the content, quality, accuracy, timeliness, or completeness of any information, graphic, link, or materials contained on the City server or any other server. The City shall not assume any legal liability for the content, quality, accuracy, timeliness, or completeness of said information, graphics, links, or material, nor shall the City be held liable for any damages whatsoever arising from the use of information from this server or through links to any other servers. Said information, graphics, links, and material are subject to change without notice.

Communication to the City through this website shall in no way be deemed to constitute legal or official notice to the City, its agencies, employees, representatives, or agents with respect to any existing, pending, or future claim or cause of action against the City or any of its agencies, employees, representatives, or agents where notice is required by federal, state, or local law, rules, or regulations. Communications to the City through this website shall not be deemed to constitute legal or official notice for any other purpose.

CHANGES TO PRIVACY POLICY

If the City makes a material change to the City Privacy Policy, including a material change in the way any personal information collected on the City's website is used, the City will notify you by using one of the following methods at least thirty (30) days prior to the effective date of such change: (1) the City will post a notice on the web site describing the change; or (2) the City will send you electronic mail notifying you of the change.