



www.lowermac.com

## Lower Macungie Township

3400 Brookside Rd.  
Macungie, PA 18062  
Phone: 610 966-64343  
Fax: 610-965-3654

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### E-Privacy Policy

#### **POLICY**

Collection, use and control of personal information related to Lower Macungie Township's electronic resources is handled in accordance with the guidelines outlined below.

#### **GUIDELINES - Collection of Personal Information**

##### 1. Statistical Information:

This information is used by the Lower Macungie Township for the operation of its services and to maintain quality of services.

Personally Identifiable Information: Lower Macungie Township may collect personally identifiable information, such as patron e-mail addresses, names, home or work addresses or telephone numbers, Recreational Program interests, Community residency, etc. Information collected at the Lower Macungie Township web site may be shared within the Lower Macungie Township family of web sites.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through other web sites, chat rooms, online communities or other public online forums, this information may be collected and used by others.

##### 2. Use of Personal Information:

The Lower Macungie Township web site collects and uses citizen's information (e-mail, LMT program interests, community location, electronic newsletter, volunteer status, etc.) to significantly improve the communication from/to the Township, in addition to delivering the services/response requested. Lower Macungie Township does not sell, rent, lease, or otherwise provide its database lists to third parties. Please note that user information may be subject to disclosure under Pennsylvania's Public Records Law except to the extent it contains user information and is privileged or confidential.

##### 3. Control of Personal Information:

At any time while accessing any the Lower Macungie Township web site, users may decline participation in any activity that requests information (such as surveys or emails.) Keep in mind that certain Township communication (surveys, introduction of events, etc.) will primarily use e-mail communication to stimulate participation.

#### **Use of Cookies**

A "cookie" is information that a web site puts on a computer's hard drive so that it can remember something about the user later. Most commonly, a cookie records an individual's preferences in using a certain web site.

#### **Persistent Cookies**

Lower Macungie Township does not use any persistent cookies to collect permanent information.

Non-Persistent Cookies: Lower Macungie Township may use non-persistent cookies in applications that keep track of a user's session. Non-persistent cookies are only necessary to maintain session information. Non-persistent cookies are temporary and are invalidated once a user's session is completed.

9/15/09