

# Privacy Statement

Thank you for visiting the Caddo Parish Commission Web site. This site has been designed to provide easier and more efficient access for Parish information. At the Parish, we respect your privacy and only obtain information that may help us better understand your needs and provide you with better service. This privacy statement addresses the collection, security and disclosure of information that may be obtained through the use of web sites maintained by the Parish of Caddo.

## Data Collection and Purpose Specification

The only time the Parish collects personally identifiable data, such as names, addresses, e-mail addresses, etc., is when voluntarily submitted by a visitor in a registry, bid information request, or survey section.

**Traffic Logs** – To be able to diagnose potential problems to our system some personal network information maybe obtained. This information is also used to help us determine statistical usage of our web site. Monitoring devices may detect and obtain any information that may help the security and performance of Parish network systems. IP addresses of attempted access to nonpublic information and repeated attempts to gain access are recorded. Temporary cookies may be used to process data submitted online.

**Record of Visits** – To help maintain and improve Parish web sites routine collections of the most accessed web pages and the number of times a web site is viewed are collected. Internal search data may also be collected in order to gain better knowledge into what information visitors are most interested in finding. Other information that may be collected to help administer Parish web sites better are: browser usage, referring web sites, time and date accessed and operating system used.

**Voluntarily Information** - In order to help sever you better the Parish may ask for such personal information as your name and e-mail address. This information is only gathered for mailing lists that are used to collect personal feedbacks submissions, notice of upcoming events and bid openings. We do not keep information longer than is required and never provide your personal e-mail addresses to outside parties unless required by law.

## Linked Web Sites and Outsource information

This site contains links to other web sites that are provided for convenience and/or information purposes only. The Parish is not responsible for or endorses any information that may be linked to external sites. Governmental and nongovernmental sites that do not bare a Caddo Parish Commission URL are responsible for their own content and you are responsible for the terms and conditions of that web site.

## Information Disclaimer

While every attempt is made to provide the most accurate and up to date information, we cannot guarantee that all information is error-free. Therefore the Parish does not guarantee the accuracy, reliability or timeliness of any information published through our web sites and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information.

## Variation and continual change of policy

In our commitment to privacy we may revise or update this statement in the future and encourage you to return to this page from time to time for any updates.

## Conclusion

Most information that is collected is trivial and boring; most users need not worry about the information obtained, as it is mostly used to help better provide more accurate service to future viewers. The Parish respects your privacy and assures that all information is securely kept. The Parish will also adhere and abide to any laws and guidelines or government agencies that request information.

## Contacting the Web Site

If you have any questions about this privacy statement, the practices of this site, or your dealings with this web site, please contact us via e-mail at [caddo@caddo.org](mailto:caddo@caddo.org).