

# INTERNET PRIVACY POLICY AND DISCLAIMER

## PRIVACY POLICY

### Privacy information

It is the policy of the Commonwealth of Virginia that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen shall understand the reason the information is collected and be able to examine their personal record ([Government Data Collection and Dissemination Practices Act](#)).

Information is maintained by the Virginia Division of Legislative Automated Systems, which hosts and maintains the JLARC website.

This document explains how JLARC gathers information on its website (<http://jlarc.virginia.gov>), and with whom and under what conditions the agency shares this information. The following is intended to explain the agency's current internet privacy practices but shall not be construed as a contractual promise. JLARC reserves the right to amend its internet privacy policy at any time without notice.

### Information collection

Virginia law requires that state bodies not collect personal information about citizens unless it is required to provide services for the citizen. When personal information is collected, it must be protected from unauthorized access, use or disclosure, and JLARC is required to provide a prescribed procedure by which you may learn the purpose for which information has been recorded and how the agency will use and disseminate it.

### In general

JLARC does not capture personal information about any visitor to its site without their permission. When you browse the agency's site, you do so anonymously. Personal information, such as your name, address, phone number, or email address, is not collected as you browse. Information, such as your domain name, Internet Protocol number, browser type, and date and time of your visit, is collected, but not tied to your personal identity. JLARC uses this information to track the number of users who visit the site and identify the most popular pages so that the agency can improve site content and accessibility.

### When contacting JLARC

When visiting the site, JLARC encourages you to contact us if you have any questions, comments, or concerns, or would like a return call. JLARC will request your name, the subject of your question or comment, and your email address or telephone number. This information is used solely to respond to your inquiry. If you would like the agency to mail you materials, JLARC will request your mailing address so that it may provide the appropriate materials. Personal information that you provide to JLARC is safeguarded according to the laws of the Commonwealth of Virginia.

### Information access

Any personal information that is collected and retained by JLARC is maintained in compliance with the Government Data Collection and Dissemination Practices Act, Chapter 38 of Title 2.2 of the Code of Virginia. The agency does not share, sell or trade email addresses, information collected on the online document order form, or any other information about its online customers to any entity except as provided for or required by the

Government Data Collection and Dissemination Practices Act, the Virginia Freedom of Information Act, or other law. Under FOIA, any records related to our website in JLARC's possession at the time of a Freedom of Information Request might be subject to being inspected by or disclosed to members of the public. If necessary, JLARC may disclose user information if it has reason to believe that disclosing such information is necessary to identify, contact, or bring legal action against an individual who attempts, even unintentionally, unauthorized access to JLARC information or to disrupt our website.

### **Use of cookies**

Our general website does not place any cookies on your computer. Our automated surveys may place one or more cookies on your computer when you complete a survey, depending on the software application used to manage survey responses. The cookies are used only by the survey management software to determine if your computer has already been used to complete a survey.

### **Security**

JLARC maintains security standards and procedures regarding unauthorized access to customer information to prevent unauthorized removal or alteration of data. When you browse public areas of the JLARC website, none of your personal information is captured or stored by the agency. JLARC protects its records in accordance with its obligations as defined by applicable Virginia statutes, including, but not limited to, the Government Data Collection and Dissemination Practices Act, the Virginia Freedom of Information Act, and by any applicable U.S. federal laws.

### **Information accuracy and your rights**

JLARC has established procedures to ensure that information is as accurate and current as is practical to enable us to conduct business with you. Although the agency strives to do things right the first time, it also responds to requests to correct inaccurate information in a timely manner. You have the right to review the record that JLARC maintains about you in order to verify its accuracy. You may do this by contacting JLARC at the address below. If you find errors in your personal record, or desire that the agency purge your data from its records, you must contact JLARC in writing at the address listed below. JLARC employee access to personally identifiable information is restricted to only those employees who need access in order to perform their assigned duties.

### **DISCLAIMER**

The Joint Legislative Audit and Review Commission (JLARC) may provide links to websites that are not controlled, maintained, or regulated by JLARC or any organization affiliated with JLARC, and as such JLARC is NOT responsible for the content of those websites. Use of information obtained from those websites is voluntary, and reliance on that information should only be undertaken after an independent review of its accuracy. Reference at those websites to any specific commercial product, process, or service by trade name, trademark, or otherwise DOES NOT constitute or imply endorsement, recommendation, or preference by JLARC. The agency tries to screen all sites included on its website, but cannot control their content. Any inappropriate information or links they have on their site that pertains to JLARC, or related activities, should be reported to JLARC at the address above.