

CITY OF BUDA PRIVACY POLICY AND USAGE CONSENT

[Effective Dec. 1, 2021. Last Updated Jan. 3, 2022]

The City of Buda, hereafter also referred to as the “City,” is located on Interstate Highway 35 about 20 minutes south of downtown Austin in the northeastern part of Hays County, Texas. The City was formally established April 1, 1881, and eventually was incorporated in 1948. The City of Buda has a principal place of operation physically located at 405 E. Loop St., Bldg. 100, Buda, TX 78610. In 1967, neighboring towns Buda, Kyle, and Wimberley formed the Hays Consolidated Independent School District (HCISD), but only Buda and Kyle remained in the district after 1986. In order to promote efficient and fair government, the City of Buda operates under a “council-manager” form of government. Under this arrangement, the power to make legislative and policy decisions is vested in the City Council, while decision making authority on personnel, operations, and routine business is vested in an impartial professional City Manager. The City Manager is hired by and is responsible to the City Council.

This Privacy Policy is to inform visitors who use the City of Buda’s primary website with the address www.ci.buda.tx.us and associated website addresses www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org of the data collection methods of those sites and use of such data.

At the City, the privacy of its website users and online participants is a priority. The purpose of this Privacy Policy and Usage Consent is to give the user notice of the types of information that is collected and recorded by the City and how it is used. If you have questions about the City’s Privacy Policy and Usage Consent, do not hesitate to contact the City of Buda.

The CITY OF BUDA specifically disclaims any and all liability for any claims or damages that may result from providing any of the City of Buda websites or the information it contains, including any websites maintained by third parties and linked to the City of Buda websites. The responsibility for content rests with the organizations that are providing the information. The inclusion of links from content should be directed to the appropriate organization and not necessarily the City of Buda. The CITY OF BUDA makes no effort to independently verify and does not exert editorial control over information on pages outside of the City of Buda domains. The CITY OF BUDA does not endorse any of the products, vendors, consultant or documentation referenced in these websites. Any mention of vendors, products or services is for informational purposes only.

DATA CITY OF BUDA COLLECTS

- **Contact Information:** The City of Buda may collect information on website forms from users who want to receive e-newsletters or other content from the City of Buda or who complete various forms and applications on the website(s). Such contact data may include personal or business/organization email addresses, names of businesses or organizations, physical addresses, phone numbers, job titles, voter registration status, citizen status, work history, length of time as a resident, names of relatives who work for the City, and electronic signatures.
- **Browsing Data:** Anytime a user enters the City’s websites, including www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org, and

moves from one page to the next within those sites, the website collects data about site users and the pages they visit. The data provides the City with an overview of website usage and related analytics. Such information can be used by staff to improve information provided on those pages or the graphic user interface (GUI) throughout the website, track users' movements, analyze trends, keep pace with industry standards, functionality, gather demographic information, administer the site, and enhance the overall user experience on the website. The type of log file information and other data collected on website visits generally include: 1.) the URL from which the user came onto the City's website, 2.) pages within the site the user visits, 3.) time of day, 4.) day of the week, 5.) the type of browser and browser version being used, 6.) whether the user is on mobile or desktop, 7.) which operating system and version is being used, 8.) length of time users spend on pages, 9.) cookies, 10.) Internet Protocol (IP) addresses, and 11.) on which page the user exits the website. All hosting companies collect these kinds of data and usually are a part of hosting services' analytics.

- **Usernames and Passwords:** Occasionally, the City's website users may create accounts because they want to log into and access the City's online services. When users create accounts, it allows repetitive use of the City's services. Passwords are encrypted information. In the event a user decides to create a password-protected account within any area of the City's website, the user is responsible for keeping their respective passwords confidential. The City of Buda requires that users **DO NOT SHARE** their respective **password and login credentials** created for accessing its website with anyone.
- **User Queries and Comments:** In cases where City services include search fields for content or answers, the City may collect information about what topic users query and other search terms. User comments, such as survey or form responses, also may be collected for the specific purpose(s) indicated on such surveys or forms.

The City of Buda does not sell or lease personal information collected through its websites, including www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org. However, information submitted to these sites may be subject to the Texas Public Information Act. Information about the Texas Public Information Act and "public information requests (PIR)" may be viewed on the Office of the Texas Attorney General's website at <http://www.oag.state.tx.us/open/requestors.shtml>. Information submitted to the www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org websites also may be required by law enforcement officials or judicial authorities to provide personally identifiable information to the appropriate governmental authorities. The City reserves the right to report to law enforcement agencies any activities that it, in good faith, determines may be unlawful.

This Privacy Policy applies onto to the City's online activities and is valid for visitors/users to the City of Buda's websites www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org with regards to the information it collects and/or shares. This Privacy Policy is not applicable to any information collected offline or through channels other than the aforementioned websites.

THIRD-PARTY WEBSITE PRIVACY POLICIES

Users of the City of Buda websites, including www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org, who navigate from the City's sites onto a third-party site (for example, enter a payment portal on another site) are subject to the

privacy policies of those third-party websites. Users who interact or engage with the City through third-party platforms must consult with privacy policies associated with those platforms for their respective privacy guidance. The City of Buda's Privacy Policy and Usage Consent does not apply to other advertisers or websites; thus, the City advises all users to consult the respective privacy policies of these third-party advertisers for more detailed information. Those policies may include their practices and instructions on how to opt-out of unwanted data collection practices.

Third-party ad servers or ad networks use technologies like cookies (small text files that are stored on the visitor's hard drive, in order to place certain information regarding a transaction), JavaScript or web beacons that are used in their respective advertisements or company links that may appear on a City site, may be sent directly to a user's browser. They automatically receive the user's Internet Protocol (IP) address when this occurs. These technologies are used to measure the effectiveness of their advertising campaigns and/or to personalize the advertising content that the user sees on websites that the user visits. Please note that the City has no control over cookies that are used by third-party advertisers.

Users of the City of Buda websites, including www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org, can choose to disable cookies through their individual browser options; however, visitors may not be able to use the online transactions on this site. To learn more detailed information about cookie management with specific web browsers, instructions may be found at the browsers' respective websites, usually under "What Are Cookies?"

CHILDREN'S INFORMATION

The City encourages parents and guardians to observe, participate in, and/or monitor and guide their children's or assignees' online activity. The City does not knowingly collect personally identifiable information from children under the age of 16 without parental or guardian consent. If you think that your child provided personally identifiable information on the City's websites, please contact the City immediately in order for the City to employ its best efforts to promptly remove such information from its records.

SITE SECURITY / PROTECTION

The City of Buda websites, including www.ci.buda.tx.us, www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org, use a secure server for conducting online services. Submitted information is protected by 256-bit encryption technology, provided the user's browser is properly configured and computer is operating properly. Security technology requires that users are on relatively current browsers capable of 256-bit encryption. Personal information is secured and only the City's employees who monitor the status of or perform routine maintenance on computers have access.

The City strives to protect user information from unauthorized access and against unlawful processing and use and accidental loss. The transmission of personal information through the Internet is not "always absolutely" secure, even with security and protection measures in place. The City cannot guarantee the absolute security of personal information transmitted through its website portals and services. Hence, transmission of personal and sensitive information is taken at the users' own risk.

SOCIAL MEDIA

Comments posted by others to the City of Buda's social media accounts do not necessarily reflect the views or position of the City. "Follows" from City social media accounts do not reflect endorsements. City of Buda social media accounts are designated/limited forums. The City of Buda may hide comments posted on City social media accounts if the comment(s) meets conditions noted in the City of Buda social media policy posted within its social media accounts or one of the following conditions:

1. Comments that are not related to the post topic are not allowed;
2. Violates the social media platform's terms of service;
3. Contains information about official City business that legally is deemed confidential and should not be made public;
4. Profane and obscene comments or submissions are not allowed;
5. Comments that are racist, sexist, homophobic, transphobic, or otherwise discriminatory based on a protected class as per Title VI, Civil Rights Law are not allowed;
6. Include information that may compromise the safety or security of the public or public systems;
7. Solicitations and advertisements are not allowed. This includes promotion or endorsement of any financial, commercial, or non-governmental agency; and
8. Comments that suggest or encourage violence or illegal activity are not allowed.

UPDATES / CHANGES TO CITY OF BUDA PRIVACY POLICY AND USAGE AGREEMENT

The City, at its discretion, occasionally may update its Privacy Policy to reflect minor or substantive changes to our information usage practices. Such changes may occur without notice. The most current, updated Privacy Policy will be that which is posted at www.ci.buda.tx.us. Users of the Buda website with the address www.ci.buda.tx.us and associated website address www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org are encouraged to periodically review the policy at www.ci.buda.tx.us to see the most recent Privacy Policy practices. A user's current use and continued usage of the Buda website with the address www.ci.buda.tx.us and associated website address www.visitbudatx.com, <https://www.downtownbudatx.com/> and www.budalibrary.org constitutes the user's agreement with the Privacy Policy in effect at that time.

CONTACT

If you have questions about this Privacy Policy, please correspond using the preferred contact information noted below:

City of Buda
C/O Department of Communications
405 E. Loop St., Bldg. 100
Buda, TX 78610
Phone: (512) 312-0084
Fax: (512) 312-1889
communications@ci.buda.tx.us