

# **Privacy Policy**

This Privacy Statement addresses the collection, use, disclosure, and security of information that may be obtained from the Housing Authority of DeKalb County (HADC) by visiting the HADC website.

# Information Collected and How it is Used

The Housing Authority of DeKalb County may collect some or all of the following information from visitors:

- Domain names, for example,"xyzcompany.com" if you use a private Internet access account;
- An IP address, which is a number automatically assigned to your computer when you are using the Internet;
- The type of browser and operating system used to access our site;
- The Internet address of the website from which users linked directly to our site;
- The pages visited within the portal; and

This information is collected for statistical analysis using third-party or proprietary software programs to create summary statistics. The statistics are used for the purpose of determining what information is of most and least interest to all visitors and for identifying system performance issues or problem areas to better plan future web site enhancements. This information is not collected for commercial marketing purposes.

If, during your visit to the HADC website, you voluntarily provide personally identifiable information, we will collect such information.

If you choose to share personal information with us, that information is available only to HADC employees who provide a service related to your correspondence. Access is given to those qualified professionals who are assigned the job of providing services consistent with your interactions with the HADC website.

In general, please note the information collected, whether personally identifiable, is not limited to text characters and may include audio, video and other graphic formats you send us. Information is retained and used in accordance with existing laws, rules, regulations, and other policies.

#### Use

Depending on the specific service or transaction, the Housing Authority of DeKalb County may share personally identifiable information amongst its agencies to provide such service or complete such transaction.

## **Public Disclosure**

Information collected from the HADC website is considered public information under the Georgia Open Records Act O.C.G.A. 50-18-70 et seq. Visitors should be aware that information collected through the portal may be subject to examination and inspection, if such information is a public record or not otherwise protected from disclosure.

#### Cookies

### What is a Cookie?

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a web site's computers and may either be used only during your session (a "session" cookie) or may be stored on your computer's hard drive (a "persistent" cookie). Cookies can contain data about user movement during the visit to the web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A web site that has set a cookie can only access those cookies it has sent to you; it cannot access cookies sent to you by other sites.

The HADC website may occasionally use "cookies" to customize your browsing experience. Cookies created on your computer by using our web sites do not contain personally identifiable information and do not compromise your privacy or security.

#### Security

Several tools, policies and protocols are used to safeguard the submission of information. Security measures have been integrated into the design, implementation and day-to-day operations of the entire operating environment as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

To further secure your privacy, do not divulge any passwords or sensitive information (e.g. Social Security number) to anyone in a phone call or e-mail. When you are finished with those applications that are password protected or required the input of your personal information, it is always recommended that you close or otherwise exit the browser page.

#### **Changes to Policy**

We reserve the right to change this policy at any given time, of which you will be promptly updated. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page.