

# PRIVACY POLICY

Thank you for visiting the website ("Site") of the County of Los Angeles ("County") Department of Public Health ("DPH"). We recognize your concern about privacy and security on the Internet. This Privacy Policy describes the kind of information gathered about you from your visit to our Site and establishes how it will be used by this Site's operators. This Privacy Policy is in addition to any other terms and conditions accessible from our Site, including the Terms of Use.

## PLEASE READ THE FOLLOWING STATEMENTS

### **Information Subject to Public Records Laws and Other Legal Requirements**

Please be advised that we are subject to the public records laws of the State of California, and some of the non confidential information you submit to DPH is public information under these laws. Consequently, under some circumstances, we may be required to disclose such information in accordance with the California Public Records Act or other legal requirements.

By using submitting any information to us while using our Site, you agree that we may collect, use and disclose any such information as provided in this Privacy Policy below.

### **No Unnecessary Personally Identifiable Information Collected**

No personally identifiable information (e.g., your name, address, e-mail address, credit/debit card number, bank account number or other information which can be associated with you without additional information) about you will be collected when you visit this Site, unless you choose to provide that information to us. The personally identifiable information collected through our Site and the personally identifiable information you otherwise choose to provide to us will be used and retained as described in the remainder of this Privacy Policy.

### **Information Collected and Stored Automatically**

We may collect and store information automatically for statistical purposes when you visit our Site. For example, we may count the number of visitors to the different sections of our Site to help us make our Site more useful to its users. The information collected may include such items as the name and domain of the host from which you access the Internet, the Internet Protocol ("IP") address of the computer you are using, your browser software and operating system and the time and date of your visit. This information will not identify you personally. We may retain this information for at least five (5) years.

### **Personally Identifiable Information Collected from E-mails, Surveys, Etc.**

By sending us an electronic mail message ("e mail") to [FAMILIA@ph.lacounty.gov](mailto:FAMILIA@ph.lacounty.gov), you may be sending us personally identifiable information (i.e., your name, address, e-mail address or other information which can be associated with you without additional information). We store this information in order to respond to your request or otherwise address the subject matter of your e mail.

Also, from time to time, we may ask you for specific personally identifiable information, including your name, address, e-mail address and other pertinent information, in the form of a registration form, survey, questionnaire, feedback form or other means, all with the goal of providing better service. We will only retain the information that you provide in response to any such requests.

You should know that e-mail and these other means of collecting information (surveys, etc.) generally are not secure and may be subject to the disclosure requirements of the California Public Records Act or other legal requirements.

### **Personally Identifiable Information Transmitted and Stored**

DPH is committed to data security and the data quality of personally identifiable information that is either available from or collected by our Site. We have taken reasonable precautions to protect such information from disclosure, loss, misuse or alteration. We require operation of "secure data networks" protected by industry standard firewalls and password protection systems. We require that only authorized individuals have access to the information provided by our users.

We require the use of Secure Socket Layer ("SSL") standard transmission encryption to protect the transmission of users' personally identifiable information.

### **Use of Cookies**

A stored "cookie" is a small text file that a website can place on your computer's hard drive to collect information about your activities on the site. The cookie transmits this information back to the website's computer which, generally speaking, is the only computer that can read it. Most users do not know that "cookies" are being placed on their computers. If you want to know when this happens or to prevent it from happening, you can set your browser to warn you when a website attempts to place a "cookie" on your computer. Cookies may be used and stored by us for maintaining session integrity and recording anonymous traffic data during your visit to the Site and not for any marketing purposes.

### **Getting Access to Information; Changing Information**

For information on reviewing and/or making changes to information about you that may be in our records, please send us an e-mail to [FAMILIA@ph.lacounty.gov](mailto:FAMILIA@ph.lacounty.gov) or call us at (213) 639-6416.

### **Site Links to Other Websites Not Covered by This Privacy Policy**

This Privacy Policy describes the information we gather through our Site and how we use such information. Our Site also may contain links to documents located on websites maintained by other County departments, public agencies or private organizations. Once you access an individual document that links you to another website, you are no longer subject to this Privacy Policy, but rather are subject to the privacy policy of the website containing that document. You use that document and website at our own risk.

### **Contact Information**

Should you have any further questions regarding this Privacy Policy or your interaction with our Site, please email us at [FAMILIA@ph.lacounty.gov](mailto:FAMILIA@ph.lacounty.gov).

### **Changes to Privacy Policy**

We may add to, delete or change the terms of this Privacy Policy from time to time. This document will be updated to reflect such changes. By using our Site, you consent to this Privacy Policy, as it is changed from time to time.