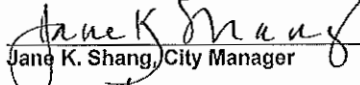


**CITY OF DELTONA  
ADMINISTRATIVE POLICY AND PROCEDURE**

EFFECTIVE DATE 05/19/2016	POLICY NUMBER CW16-01	PAGE NUMBER 1 of 2	SUPERSEDES POLICY Date: N/A
<b>Subject: Privacy and Refund Policy for the Website and Internet Credit Card Sales</b>		<b>Approved by:</b>  Jane K. Shang, City Manager 5/19/2016 Date	

**WEBSITE PRIVACY POLICY**

Your privacy is very important to us. It is not the City of Deltona's policy to collect personal information about you when you visit our Website, unless you choose to make such information available to us. By visiting the City of Deltona's Website, you are agreeing to the practices described in this policy. The City does not use "cookies" or otherwise keep track of who visits our website unless the person e-mails the City or in any manner contacts the City through the website.

By sending the City of Deltona an electronic mail ("e-mail") or filling out a form on our website, such as sending something where it says "Contact...", you are sending us personal information (e.g., your name, address, telephone number, e-mail address or other information). The City stores this information in order to respond to or process your request or otherwise resolve the subject matter of your submission.

**Public Records**

Visitors to the City of Deltona's Website should be aware that, subject to specific statutory exceptions, information received in connection with the organization, functions, policies, decisions, procedures, operations, or other activities of the City of Deltona, including but not limited to electronic data, are public records under the Florida Public Records Act. Therefore, users should be aware that information submitted through this Website, such as sending a message or submitting an electronic form, unless part or all of the record is protected from release, may be subject to disclosure to other parties pursuant to a public record request. The Florida Public Records Act requires that certain public records will be saved for a designated period of time pursuant to an approved records retention schedule.

**Links from the City's Website to Other Websites Are Not Covered by This Privacy Policy**

The City's Website contains links to information and services located on websites maintained by other public agencies and private organizations. Once you access another website, you are subject to the privacy policy and terms of usage for that particular website. The City of Deltona is not responsible for the privacy of sites that are accessed from links contained on the City's website.

# **CITY OF DELTONA**

## **ADMINISTRATIVE POLICY AND PROCEDURE**

**POLICY NUMBER: CW16-01**

**SUBJECT: Privacy and Refund Policy for the Website and  
Internet Credit Card Sales**

**Page: 2 of 2**

### **Security**

The City takes very seriously the integrity of the information and systems we maintain. Therefore, we have instituted security measures for all information systems under our control. These security measures are designed to identify attempts to tamper with this website. Information collected through these security measures may be used in connection with a criminal prosecution or other legal proceedings.

Any electronic mails (e-mails) received by the City of Deltona that may be in violation of local, state, or federal law may be referred to the proper authorities.

If you choose to send an e-mail to the City of Deltona, you should be aware that electronic mail (e-mail) is not necessarily secure against interception, and may be subject to the disclosure requirements of the Public Records Act or other legal disclosure requirements.

### **CITY OF DELTONA REFUND STATEMENT**

In the case of revocation or cancellation of a local business tax receipt by the City of Deltona, a refund to such receipt holder of the pro rata unearned or unused portion of the receipt will be paid. No refund shall be made due to person(s) terminating applicable business activity requiring the need for a local business tax receipt. A refund in full will be provided IF a double payment is accidentally made. In these cases there must be proof of both payments for same item.