

GEORGETOWN COUNTY PRIVACY / IDENTITY THEFT PROTECTION POLICY

PART III

PUBLIC ACCESS POLICY (To Be Linked On the Georgetown County Webpage)

Protecting the privacy and security of consumers' personal information is very important to Georgetown County. In furtherance of the purposes and goals of the South Carolina Financial Identity Fraud and Identity Theft Protection Act, 2008 South Carolina Laws Act 190 (S.B. 453), Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions (FACTA) of 2003, and other applicable federal and State laws, the County of Georgetown, South Carolina publishes this Policy. Please read it carefully to understand how the County handles the personal information we collect both online and offline.

Overview

In general, County online policies governing the collection and dissemination of personally identifiable information follow the same rules that would apply to an in-person visit to our office, and are governed by the same state and federal rules that cover such visits.

Purpose

The purpose of the statement is to inform users of this site with regard to collection and use of personally identifiable information. Nothing herein should be construed, nor does it, create any new or different rights other than those available under existing under State and Federal laws.

Definitions

Identifying information includes, but is not limited to:

- (1) Social security numbers;
- (2) Driver's license numbers;
- (3) Checking account numbers;
- (4) Savings account numbers;
- (5) Credit card numbers;
- (6) Debit card numbers;
- (7) Personal identification numbers;
- (8) Electronic identification numbers;
- (9) Digital signatures;

(10) Other numbers or information which may be used to access a person's financial resources; or

(11) Identifying documentation that defines a person other than the person presenting the document. This includes, but is not limited to, passports, driver's licenses, birth certificates, immigration documents, and state-issued identification cards.

Personally Identifiable Information Not Routinely Collected

Users are not required to provide personal information simply to visit County Web sites or to download information. The County may request personally identifiable information in order to provide requested specialized services, but such information is handled as it would be on an in-person visit to the County government office.

Personally Identifiable Information That May Be Subject To Public Disclosure

In the State of South Carolina, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by a government entity. At the same time, there are exceptions to the public's right to access certain records in order to preserve the privacy of individuals. Such exemptions are authorized by both federal and State laws.

Information collected by the County, such as information collected during an in-person visit to County offices or required for services provided by county officials, personnel, or agents, may be subject to inspection and copying by the public, unless such an exemption in law exists. In the event that there is a conflict between this Privacy Statement and a federal or State law governing the disclosure of public records, the applicable federal or State law shall control.

Federal and state law prohibits persons, private and government entities, from obtaining or using any personal information for fraudulent, theft, or other illegal purposes. Such conduct may subject the violator to criminal and civil penalties.

Use, Collection and Retention of Personally Identifiable Information

The IP (Internet Protocol) addresses of computers used to visit County run web sites are noted as part of the statistical analysis used to better design government services and improve access to them. However, the County does not attempt to gain personally identifiable information from individual users or to associate individual users with IP addresses.

The County collects, retains, and uses personal information about citizens only when: 1) they chose to subscribe to a service, and 2) where it is lawful and is essential to administer and to provide products, services and other opportunities requested by a constituent.

Use of Cookies

County Web applications may create “cookies” to hold user information. These “cookies” are then sent to and stored on the user’s computer. This information is handled in the same way as other personally identifiable information obtained by us. No user information will be gathered through the use of “cookies” except that which is required to run the specific application(s) being accessed by the user.

Use of Citizen E-mail Addresses

E-mail addresses obtained as a result of requests to County run web sites will not be sold or given to any organization for marketing purposes. The information collected is subject to the access and confidentiality provisions of the South Carolina Freedom of Information Act (SC Code §30-4-10, et. seq.) and other applicable sections of the South Carolina Code of Laws and/or federal law. E-mail or other information requests sent to County web sites may be maintained in order to: respond to the request, forward the request to the appropriate department or agency, communicate updates to the system that may be of interest to citizens, or provide County web developers with valuable customer feedback to assist in improving the site.

Data Security and Quality

Georgetown County is committed to data security and the data quality of personally identifiable information that is either available from, or collected by, County web sites and in person. The County has taken precautions to protect personally identifiable information from loss, misuse, or alteration. Any third parties responsible for this information are committed to the same principles, and also are required by contract to follow the same policies and guidelines as Georgetown County in protecting this information. Unless otherwise prohibited by local, state, or federal law, ordinance, rule and/or regulation, individuals will be given the ability to access and correct personally identifiable information maintained by the County that may be in error.

A person preparing or filing a document for recordation or filing in the official records of Georgetown County may not include a social security number, driver’s license, state identification, passport, checking account, savings account, credit card, debit card number, personal identification (PIN) code, or passwords in the document, unless expressly required by law.

An individual may request a Georgetown County office to remove from an image or copy of an official record placed on a publicly available Internet website or a publicly available Internet web site used by the County of Georgetown, the individual’s social security number, driver’s license number, state identification, passport, checking account, savings account, credit card, debit card number, personal identification (PIN) code, or passwords

contained in that official record. The request must be in writing, legibly signed by the requestor, and delivered by mail, facsimile, electronic transmission, or in person to the Public Information Officer and the Director of the specific County office which retains the record. The request must specify the identification page number that contains the social security number, driver's license, state identification, passport, checking account, savings account, credit card, debit card number, personal identification (PIN) code, or password. *The County, its officers, agents, or employees, have no duty to inquire beyond the written request to verify the identity of an individual requesting the redaction.*

Non-Georgetown County Web Sites

Various web-sites may be linked through the County. This includes web-sites of other governmental agencies, as well as web sites of private entities. Some of these web-sites may not be subject to the same Federal or State laws the County is subject to, or may be operated pursuant to different federal and state privacy standards. Visitors to those sites are advised to check the privacy statements of those sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Limiting Access to Personally Identifiable Information

Georgetown County has taken steps to limit access to personally identifiable information to support staff that requires access in order to perform their assigned duties. The County has notified and instructed County staff of their responsibilities concerning the protection of personally identifiable information. Georgetown County exercises appropriate and effective oversight of service provider arrangements, by requiring service providers to comply with applicable federal and state laws, as well as County policy regarding use, management, dissemination, and destruction of personally identifiable information.

Contact Us

To report a security breach or identity theft please immediately contact the Georgetown County Sheriff's Office:

Georgetown County Sheriff's Office
Sheriff Lane A. Cribb
430 North Fraser Street
Georgetown, SC 29440
843-546-5102

The person responsible for the administration of County's privacy policy is the County's Public Information Officer:

Georgetown County Administration Office
Attn: Syd Malloch
716 Prince Street

Georgetown, SC 29440
843-545-3006

If you have any questions about your interaction with this web site, please contact:

Georgetown County MIS Department
Attn: Leslie Thomas
PO Drawer 421270
Georgetown, SC 29442
843-545-3006