

## Town of Barrington Website Link Policy

The Barrington.nh.gov website is maintained by Town of Barrington staff under the direction of the Town Administrator. In the course of providing informational resources and services, Town web pages may include links to external websites created and maintained by organizations other than the Town of Barrington. The Town is not responsible for and does not necessarily endorse the information on any website to which it is linked.

Links to external sites may be added when consistent with the purposes of the Barrington.nh.gov website, which include:

- To expand and centralize access to government information and services;
- To provide a convenient mechanism for conducting Town of Barrington business;
- To provide online services that would otherwise require a trip to Barrington Town Hall;
- To provide current information regarding Town of Barrington functions and events including events licensed by the Town of Barrington.

Examples of general categories and illustrations of the intended uses include:

- A. Notices of emergencies and general announcements of town-wide interest
  - a. Road closures
  - b. Power outages
- B. Town and school sponsored events
  - a. Recreation programs
  - b. Library programs
  - c. School programs
- C. Government meetings
  - a. Posting of meeting times and locations
  - b. Agendas
  - c. Minutes
  - d. Public hearings
- D. Information regarding governmental activities
  - a. Board of Selectmen
  - b. Departments
  - c. Assessing records
  - d. Charter and ordinances, including Zoning Ordinance
  - e. Building permit information
  - f. Town Budget and related information
  - g. Election and sample ballots
- E. Municipal services
  - a. Vehicle registration
  - b. Code Enforcement permit forms
  - c. Dog licenses
  - d. Recreation program registration

Links to external sites that have information pertaining to topics covered on the Town website may be published on Town web pages provided it meets one of the categories below. The Town Administrator for Barrington will determine whether the external website fits with the purpose of the Town website and where the link should be placed within the site's content structure. Links may be removed or replaced at the discretion of the Town Administrator at any time and without notice.

These are the only types of links that may be included:

- A. Government related and/or supported sites.
  - Town of Barrington departments, including schools
  - Town boards and commissions
  - Strafford County (e.g. registry of deeds)
  - State of New Hampshire
  - United States Government agencies

B. Agencies supported in part by funds or dues of the Town of Barrington or participation by the Town and staff in regional or national organizations. Examples include:

- Strafford Planning Commission
- Social Service Agencies
- Chamber of Commerce

C. Companies providing services to the public, which services are supported or franchised by or in partnership with the Town or State. Examples include:

- Waste Management (trash disposal)
- Metrocast
- Public Service

Links to sites that contain the following types of content will not be considered for inclusion on the Town website.

- Sites that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content.
- Sites that express affiliation or advocacy of a political party, organization, or candidate running for office.
- Sites that include content which is not suitable for readers or viewers of all ages.
- Sites with content that infringes on any trademark, copyright, or patent rights.
- Sites with content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for government.
- Individual or personal homepages.

Links to external sites may be removed at any time without notice, written or otherwise, to the link's sponsor at the discretion of the Town Administrator. The following include some, but not all of the reasons why this may be done.

- The link no longer points to the original information or resource to which it was originally intended to point.
- The linked website contains inaccurate or misleading information or has changed such that it is no longer in compliance with this policy.
- Access to the information has become problematic due to non-standard formatting, lengthy download times or intrusive advertising.
- The link is permanently unreachable or remains unavailable for a lengthy period.
- The link is not consistent with the purpose of the Town website.
- The Town has decided to change the vendor which is supplying the service.
- The link is prone to spam malware.

## Link Content

Links to external sites shall include no more than a text link to the external site, a brief, unbiased description of the link destination, and an appropriate image that depicts the business or program linked to. Images that do not adhere the content restrictions outlined by this policy or degrade the cohesive appearance of any Town web pages are not to be included on the Town website at the discretion of the Town Administrator.

## Link Requests

Requests for the addition of external links on the Town website are to be emailed to [administration@barrington.nh.gov](mailto:administration@barrington.nh.gov) or mailed to Town Administrator PO Box 660, Barrington, NH 03825.

## Links To The Town Of Barrington Website

Linking to the Barrington.nh.gov website is permitted with the following limitations.

- Barrington.nh.gov pages may not be displayed within frames or present Barrington.nh.gov content as if owned by any external organization or party.
- There shall be no statement or implication that the Town of Barrington is endorsing any product, site, or service.
- The Town of Barrington does not guarantee reciprocal links on any Barrington.nh.gov

website.

## Blogs

Two-way blogs are not permitted on the site. The site may be used by town officials and employees to provide information to the community but does not allow access to the public to post information directly to the site.

## Disclaimer

The Town of Barrington Policy applies only to Barrington.nh.gov and departmental web pages and services. The Privacy Policy does not extend to external websites, whether or not linked from the Town website. The Town of Barrington is not responsible for the content of external websites. A link from the Barrington.nh.gov website does not constitute or imply endorsement, recommendation, or favoring of any specific commercial product, viewpoint, or service.

Town of Barrington staff makes an effort to ensure that information published on the Town website is accurate and current, however, neither the Town of Barrington nor any agency, officer, or employee of the Town of Barrington warrants the accuracy, reliability or timeliness of any information published on the Barrington.nh.gov website, nor endorses any products or services linked from the Town web system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information.

While the Town of Barrington staff makes an effort to keep information timely, portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk. The use of photos of signs, buildings, and places in Barrington on the Barrington.nh.gov site intended to illustrate the character of Barrington is not an endorsement of particular businesses.

## Town of Barrington Website Privacy Statement

The following policy applies to Barrington.nh.gov web services and does not apply to any web services provided on websites external to the Barrington.nh.gov and whether or not linked from the Town website.

### 1. Public Disclosure of Information Recorded and Collected

All information recorded or collected on the Barrington.nh.gov and the departmental websites, including personally identifiable information, is subject to disclosure under New Hampshire's Right-To-Know law, unless otherwise exempted therefrom in accordance with the law.

### 2. Information Recorded

Some or all of the following information about visitors who view or download information from the Barrington.nh.gov or departmental websites may be collected.

DATE: The date of the visit to the website.

TIME: The time of the visit to the website.

VISITOR I.P. ADDRESS: The unique Internet Protocol (IP) address of the website visitor.

□ SERVER I.P. ADDRESS: The unique Internet Protocol (IP) address of the Town of Barrington's server accessed.

□ HTTP STATUS: Hyper Text Transfer Protocol (HTTP) error codes encountered on the site.

□ HTTP REQUESTED URL: The web page or file requested or navigated to by the website visitor.

□ BYTES SENT: The amount of data sent from the web server to the website visitor for the duration of the connection to the website.

□ BYTES RECEIVED: The amount of data sent from the website visitor to the web server for the duration of the connection to the website.

□ USER AGENT: The type of web browser or other visitor software that was used to access and make requests of the web server.

□ REFERRER: The Uniform Resource Locator (URL) that referred the visitor to the requested file or web page.

□ PROTOCOL VERSION: The version of HTTP used by the visitor's web browser software.

The information collected may be used to improve the content of the Town website and to help with the analysis of how people are using Town web services. Town of Barrington staff or the employees of a private company contracted by the Town may analyze Town website logs with the objective of improving the value of the materials available on the Town website. Some statistical information may be displayed on the website or otherwise shared to aid in the provision of electronic services to the public.

### 3. Personally Identifiable Information

The information recorded in the website logs is not “personally identifiable information” and it is not the intent of the Town of Barrington to link the recorded information with the individuals who browse the Town website. “Personally identifiable information” is information about a person that is readily identifiable to that specific individual. It may include, for example, an individual’s name, street address, e-mail address, or phone number.

Personally identifiable information will not be collected from website visitors unless they choose to send an e-mail message, subscribe to a Town email listserv, complete and send an online form, or provide personal information when submitting a survey or completing transactions on the Town website. A visitor’s choice not to participate in these activities will not impair his ability to access certain information or obtain a service.

### 4. E-mail Messages

E-mail messages sent to any Town of Barrington email address will be treated the same as any other written communication. E-mail or other website information requests sent may be maintained in order to respond to the request or forwarded to the appropriate party. E-mail addresses obtained as a result of a request through the Town website will not be sold or given to private companies unless deemed public information under New Hampshire’s Right-To-Know law.

### 5. Electronic Forms

Any information provided by a website visitor at the request of the Town of Barrington, such as the completion and electronic filing of a form, will be considered to be voluntarily provided by the visitor and will be treated in the same manner as information provided in written form or in person during a visit to a Town facility. Information provided may be shared amongst Town departments and with other entities for appropriate action.

### 6. Surveys

Surveys will be used for the purpose stated and any information contained therein may be saved for a period of time before it is destroyed.

### 7. Cookies

The Town of Barrington reserves the right to use cookies for online transactions including assessing information for the convenience of the visitor. Cookies are small text files that a web server may ask a visitor’s web browser to store on the visitor’s computer and to send back to the web server when needed. Cookies may be used to store a transaction identifier or other information a user may provide.

The "help" menu of most web browsers advises users how to prevent web browsers from accepting new cookies or how to disable cookies altogether if the user so wishes.

### 8. Disclaimer

Town of Barrington staff makes an effort to ensure that information published on the Town website is accurate and current. However, neither the Town of Barrington nor any agency, officer, or employee of the Town of Barrington warrants the accuracy, reliability or timeliness of any information published on the Barrington.nh.gov and its departments websites, nor endorses any products or services linked from the Town web system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Any person or entity that relies on any information obtained from this system does so at their own risk.

### 9. Acceptance of Terms of Privacy Policy

By using the Barrington.nh.gov and the departmental websites, you are acknowledging an understanding of the terms of this Website Privacy Statement and consenting to the terms set forth herein and do so at their own risk.