

City of Brea
Website Policies
(January 2009)

The following information explains the City of Brea's (City) policy regarding any information you may supply to us when visiting **www.ci.brea.ca.us** and **www.cityofbrea.net** and affiliated flash pages that are part of the City's official web site including any associated URLs (i.e. **BreaGallery.com**; **Curtistheatre.com**, **Breafitness.com** and any information that may be provided to the public by the City's official site.

The official City of Brea website (cityofbrea.net) is intended for City of Brea business only. It is intended to provide information about the operation of the City, to clarify the function of City departments and services and provide guidance to members of the public who desire/require city services. Information (words, photos and graphics) on the website is intended in every respect to be one-way and informational in nature. The website is not intended to directly or indirectly create a public forum or invite discourse.

Content

The purpose of this policy is to ensure that the City of Brea website does not become a public forum or limited public forum, but rather is maintained for the exclusive use of the City of Brea in communicating matters of general public interest.

The City of Brea website comprises all documents, databases, log files, web pages and other information residing on any City-owned web server.

All content posted to the official City of Brea website is subject to standards of integration into the City of Brea approach to online information in communicating matters of general public interest. All content must meet the following standards:

- Contains information of general interest to the public and reflecting a City of Brea departmental, divisional, or program initiative, range of service, or responsibility OR contains directional information of interest to the public, such as maps, directories of goods and services, etc.; OR provides public notice of a specific event which is open to the public and has received City sponsorship as authorized by Brea City Manager direction or his delegates.
- Fulfills the City of Brea publishing protocols.
- Avoids the posting of ad hoc content and hyperlink additions. All such content must be subject to citywide website standards as outlined in his policy.

City of Brea Privacy Statement

Collection of Information:

On certain occasions, the public has opportunities to share personal information online with the City in order to facilitate better correspondence and service. This information includes but is not limited to e-mail addresses, responses to surveys, registering for services and new services to be created. The City will not disclose this information to any third party, unless required to do so under federal or state law, including, but not limited to the California Public Records Act.

Use of Information:

The City's goal in collecting personal information online is to provide you with the most personalized and effective service possible. By understanding your needs and preferences, the City will be in a better position to provide you with improved service. The City will maintain the confidentiality of information it receives online to the same extent it is legally able to do so with respect to information obtained through other means.

Using e-mail addresses provided at registration or otherwise, users are giving the City permission to periodically send out e-mail newsletters and promotional e-mail to our users about web site updates, and product and service information offered by the City.

Users may indicate that they do not wish to receive e-mail information from the City. Upon request, the City will remove users (and their information) from the City database or permit them to elect not to receive any further e-mail newsletters or contact.

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the City or any of its agencies, officers, employees, agents or representatives, with respect to any existing or potential claim or cause of action against the City or any of its agencies, officers, employees, agents, or representatives, where notice to the City is required by any federal, state or local laws, rules or regulations.

One of the City services online is to provide educational information about Brea; therefore, children are not restricted from visiting the City site. The City urges children only to give the City any information after getting permission from their parents or guardians. In some cases, there are age limits for certain contests and give-a-ways.

City of Brea Disclosure Statement

The City does not warrant:

That the functions contained in the materials will be uninterrupted or error-free.

That defects will be promptly corrected.

That this site or the server that makes it available is free of viruses or other harmful components.

That the City is responsible for the content or the privacy policies of websites to which it may provide links.

The City's web servers are maintained to provide public access to City information via the Internet. The City's web services and the content of its web servers and databases are updated on a continual basis. While the City attempts to keep its web information accurate and timely, the City neither warrants nor makes representations or endorsements as to the quality, content, accuracy or completeness of the information, text, graphics, hyperlinks, and other items contained on this server or any other server. Web materials have been compiled from a variety of sources, and are subject to change without notice from the City as a result of updates and corrections. Further, some materials on the City's website and related links may be protected by copyright law, therefore, if you have any questions regarding whether you may: a) modify and/or re-use text, images or other web content from a City server, b) distribute the City's web content, and/or c) "mirror" the City's information on a non-City server, please contact the City's Public Information Officer.

Security in General

The City uses reasonable precautions to keep the personal information disclosed to the City secure.

The City web site employs industry-standard methods to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

External Website Link Policy

The City of Brea permits the establishment of links to external websites on the City's official website solely in conformance with this policy. In establishing and maintaining its official website, the City does not intend in any manner to create a forum or other means by which public discourse, exchange of opinions, or discussion on issues of any nature may occur. Rather, the sole and limited purpose of the City's website and permitted external links is to provide non-political and non-religious information of a factual nature about the City of Brea including various services and resources available within and around the City, or as may be available from other governmental agencies. To avoid any perception that the City endorses or provides favorable treatment to any private person or business enterprise, no corporate or commercial logos or direct links to vendor sites are allowed. Consistent with the foregoing policy, it is the City's policy to limit external links to the following kinds of entities and organizations:

1. Chamber of commerce and/or visitors' bureau;
2. Other governmental agencies;
3. Hospitals;
4. Museums, libraries, historical organizations and similar kinds of established, bona fide organizations that provide cultural resources to residents and visitors of the City;
5. Public and private, bona fide educational institutions as defined in Education Code § 210.1, or as described in Education Code § 66010(a) and (b), located within the County of Orange; and
6. Entities and organizations whose primary purpose is to provide the location, telephone number and/or description of City of Brea hotels, restaurants, tourist attractions and similar kinds of tourism information.

Entities and organizations wishing to establish external links on the City's official website must seek prior approval. The City of Brea reserves the right to 1) deny an external link application as to any business or organization when it is determined, following review of a complete application, that the entity or organization for which application is made does not meet the criteria set forth in this policy; 2) deny an external link application as to any business or organization which fails to provide all required information, or fails to provide truthful information; 3) remove any external link if the nature of the business or organization to which the link relates no longer complies with the City's external link policy; or 4) to revise this policy without prior notice when to do so is deemed to be in the best interests of the City.

The City of Brea logo is the property of the City of Brea. Any use of the materials stored on the City's website is prohibited without the written permission of the City of Brea. The City of Brea retains all intellectual property rights including copyrights on all text, graphic images and other content. This means that the following acts or activities are prohibited without prior, written permission from the City of Brea: 1) modifying and/or re-using text, images or other web content from a City server; 2) distributing the City's web content; or 3) "mirroring" the City's information on a non-City server.

The materials and information contained on, or obtained from this website, are distributed and transmitted "as is" without warranties of any kind, either express or implied, including, without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Further, the City does not warrant that the servers supporting the City's website will be free of viruses, other harmful components, or defects of any nature. Information contained on this website, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy and should be verified by the user. The City of Brea is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the site whether the materials contained on the website are provided by the City of Brea, or a third party.