



WASHINGTON MILITARY DEPARTMENT POLICY

Administrative Policy Number 07-00 **WEB SITE GUIDELINES AND PRIVACY NOTICE INFORMATION**

1. **PURPOSE:** To provide the department staff with information on the process and procedures for use of the department and division web sites and the privacy notice to the users of our web sites.
2. **APPLICABILITY:** This policy is applicable to all federal and state employees of the Washington Military Department and the web sites they maintain. This includes federal employees full-time, part-time, and traditional guard members. Commanders, managers and supervisors are not authorized to make exceptions to this policy unless specifically authorized herein; however, they may impose tighter restrictions.
3. **REFERENCES:**
 - a. Intended Use Guidelines proposed by the Department of Information Services as outlined in Governors Executive Order 00-03
 - b. Privacy Notice Information proposed by the Department of Information Services as outlined in Governors Executive Order 00-03
 - c. Governors Executive Order 00-03
 - d. AR 380-19, Information Systems Security, February 27, 1998
 - e. ASD (C31) Memorandum – February 1, 1997 SUBJECT: Use of DOD information and telecommunications systems
4. **POLICY:** The Washington Military Department will operate the state/civilian web sites in accordance with the Governors Executive Order 00-03 by prominently displaying privacy policies on each agency and division web site and notifying the citizens of information collected and for what purpose the information is used.
5. **RESPONSIBILITIES:** The Army, Air, and State Division Directors are responsible for providing appropriate oversight within their division to ensure that:
 - a. All web sites have privacy policies that are prominently displayed on their home pages,
 - b. Each division has procedures and practices in place for handling and disposing of records that contain confidential personal information, and
 - c. Each division has a contact person to deal with privacy complaints and questions from the public.

Web Site Guidelines and Privacy Notice Information

6. GENERAL GUIDANCE: The documents entitled, "Privacy Notice Information" and "Intended Use Guidelines" are hereby incorporated as part of this policy. The directions given on these two documents must be followed. These two documents will be reviewed on an annual basis to determine if they continue to meet the Governors Executive Order and Department of Information Services guidance.



Timothy J. Lowenberg
Major General
The Adjutant General
Director, WMD

2 March 2001

Date

PRIVACY NOTICE INFORMATION

This is our procedure statement.

Thank you for visiting the Washington Military Department (WMD) Website and reviewing our Privacy Notice. This notice addresses collection, use and security of and access to information that may be obtained through use of the WMD Website. This notice covers the following topics:

- Information Collected and How it is Used
- Personal Information and Choice
- Public Access to Information
- Nondisclosure of Certain Personal Information
- Review and Correction of Personally Identifiable Information
- Cookies and applets
- Security
- Disclaimer
- Alternative Formats
- Contact Information

Also, see the WMD Intended Use Guidelines Policy.

Information Collected and How it is Used

If you do nothing during your visit to the WMD Website but browse, read pages, or download information, we automatically gather and store certain information about your visit:

1. The Internet Protocol (IP) Address and domain name used but not the email address. The IP address is a numerical identifier assigned either to your Internet service provider or directly to your computer. We use the IP address to direct Internet traffic to you. This address can be translated to determine the domain name of your service provider, (e.g., xcompany.com or yourschool.edu);
 2. The type of browser and operating system you used;
 3. The date and time you visited this site;
 4. The web pages or services you accessed at this site;
 5. The Website you visited immediately prior to coming to this Website;
 6. The Website you immediately went to when you left this Website; and
 7. Words or phrases you entered when using the Website search engine.
- The information we automatically collect or store is logged for and used by WMD only to improve the content of our web services and to help us understand how people are using our services. The Washington Military Department analyzes its Website logs to determine how the WMD Website is being used, so that we may continually improve the site's usefulness to

the public and the value of the materials available on the site. The WMD Website logs are not personally identifiable, and we make no attempt to link them with the individuals who browse the WMD Website.

What we collect if you volunteer information.

If during your visit to the WMD Website you participate in a survey, send an email, or perform some other transaction on-line, the following additional information will be collected:

1. The email address and contents of the email, for those who communicate with us via email;
2. Information volunteered in response to a survey; and
3. Information volunteered through any on-line form for any transaction or other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us. The information is retained in accordance with Chapter 40.14 RCW, Preservation and Destruction of Public Records.

We use your email to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our Website, or to forward the email to another agency for appropriate action. Survey information is used for the purpose designated on the survey form. Information provided from other on-line forms is used to complete the on-line transaction and perform the service or provide the requested materials.

Personal Information and Choice

You may choose whether to provide personal information on-line. "Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or IP address is not considered personal information. We collect no personal information about you unless you voluntarily provide it to us by participating in an activity that asks for information (e.g., sending an email; participating in a survey; or completing an on-line form). If you choose not to participate in these activities, your choice will in no way effect or impair your ability to browse the WMD Website, read, or download any information provided on the site, or to use any other feature of the WMD Website. If you choose not to participate in an on-line transaction, there may be an alternative method to perform the transaction. You should seek that information from the person responsible for that service area.

If personal information is requested on the WMD Website or volunteered by the user, state law, and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

If you believe that your personal information is being used for a purpose other than what was intended when submitted, you may contact the WMD contact person as shown in the Contact Information Section of this statement. Users are cautioned that the collection of personal information requested from or volunteered by children on-line or by email will be treated the same as information given by an adult, and may be subject to public access.

Public Disclosure

In the State of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws.

All information collected at this site becomes public records that may be subject to inspection and copying by the public, unless an exemption in law exists. RCW 42.17.260(1) states that Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (6) of this section [RCW 42.17.260(6)], RCW 42.17.310, RCW 42.17.315, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.17.310 and RCW 42.17.315, an agency shall delete identifying details in a manner consistent with RCW 42.17.310 and RCW 42.17.315 when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act or other law governing the disclosure of records, the Public Records Act or other applicable law will control.

Nondisclosure of Certain Personal Information

The Washington Military Department (WMD) may request or require certain personal information in order to process an on-line transaction. You may choose not to provide this information, but we will be unable to process

the transaction on-line. In order to complete the transaction, you will then have to finalize the transaction either in person or by mail. The following laws may prevent WMD from disclosing the personal information about you except as necessary to process the transaction:

The residential address and residential telephone number of employees of a public agency which are held by the agency in personnel records, employment or volunteer rosters, or mailing lists of employees. RCW 42.17.310(1)

Personal information in files maintained for employees of any public agency to the extent that disclosure would violate their right to privacy. RCW 42.17.310(1)(b)

All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant. RCW 42.17.310(1)

Review and Correction of Personally Identifiable Information

You can review any personally identifiable information we collect about you by using the information in the Contact Information section at the end of this Notice. You may recommend changes to your personally identifiable information you believe inaccurate by submitting an email or written request credibly showing the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections. (RCW 43,105.310).

Cookies and Applets

To better serve our users we may use "cookies" to customize your browsing experience with the WMD Website. Cookies are simple text files stored on your computer by your web browser. They provide a method of distinguishing among visitors to the WMD Website.

Cookies created on your computer by using this Website do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer. You can refuse the cookie or delete the cookie file from your computer by using any of several widely available methods (also, see your browser's "Preferences" or "Internet Options" menu items).

Applets are tools downloaded to your computer to work with the software you have. Applets are intended to enhance your browsing experience by enabling you to view information in a unique manner or enable access to information that your computer would otherwise be unable to access without

the applet.

You are not required to use applets to browse this site. Choosing not to accept applets will not affect your general ability to browse this Website and download information, but may adversely affect how information appears on your computer or your ability to view the information that the applet is intended to support.

We are currently not using any applets with this site.

Security

The Washington Military Department (WMD), as developer and manager of the WMD Website, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by WMD. These measures are designed and intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession, including but not limited to authentication, monitoring, auditing, and encryption. Security measures have been integrated into the design, implementation and day-to-day practices of the entire Washington Military Department (WMD) operating environment as part of its continuing commitment to risk management.

This information should not be construed in any way as giving business, legal, or other advice, or warranting as fail proof, the security of information provided via the WMD Website.

Disclaimer

The WMD Website has many links to other Websites. These include, but are not limited to, links to Websites operated by other government agencies, nonprofit organizations and private businesses. When you link to another Website, you are no longer on the WMD Website and this Privacy Notice will not apply. When you link to another Website, you are subject to the privacy policy of that new site.

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability, or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such 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.

Alternative Formats

Information contained within the WMD Website is provided as a service to the public. In compliance with the Americans with Disabilities Act (ADA), the information on this Website is available in alternative formats. Please use the Contact Information section below, referring to the Website content you are interested in.

WMD Website Contact Information

To review your personal information, request correction of your personal information, or to request information on the WMD Website in alternative formats, you can contact the Washington Military Department Public records Officer at:

Emergency Management Division
Mr. Dave Rider, Webmaster
By Telephone: 253-512-7020
By Fax: 253-512-7203

By Mail:
Washington Military Department
Attn: Public Records Officer/EMD Website
Camp Murray, WA 98430-5100
By Email: mailroom@wmd.wa.gov

To offer comments about the WMD Website, or about the information presented in this Privacy Notice, you can contact the EMD Webmaster at:
By Telephone: 253-512-7020
By Fax: 253-512-7203

By Mail:
Washington Military Department
Attn: Webmaster
Camp Murray, WA 98430-5100
By Email: webmaster@wmd.wa.gov

For contact information for the Washington Army National Guard:

Washington Army National Guard
LTC Richard G. Patterson
By Telephone: 253-512-8481
By Fax: 253-512-8497

By Mail:
Attn: Public Affairs Officer
Building 1
Camp Murray, WA 98430-5000

For contact information for the Washington Air National Guard. Contact the Webmaster.

Washington Air National Guard
Captain Ron Jimerson
By Telephone: 253-512-2005

By Mail:
Attn: Web Site Officer
DET 1
Camp Murray, WA 98430-5000

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INTENDED USE GUIDELINES

External Content on the Washington Military Department (WMD) Website

Thank you for visiting the *Washington Military Department, (WMD) Website* and reviewing our *Intended Use Guidelines*. These guidelines address placement, use, and removal of external content that may be placed on or linked from the *WMD Website*. This notice covers the following topics:

- Purpose
- Applicability
- Content Guidelines
- Removal of Content

Also, see the *WMD Privacy Notice*.

Purpose

The *Washington Military Department, (WMD)*, recognizes that "*external content*" -- content that is provided by entities that are not part of government -- may be placed upon the publicly accessible *WMD Website* operated by the *Washington Military Department*. *WMD* does not intend that the *WMD Website* will be an open public forum, and external content on pages operated by *WMD* will be permitted at the sole discretion of *WMD*.

Applicability

This policy applies only to pages that are operated by *WMD*. This policy is not intended, and shall not be construed, to prohibit external content that is:

- Required or authorized by law;
- Constitutes official government business or furthers the specific purpose of a government organization's Website; or
- On Websites or web pages not operated by *WMD*.

It may be in the public interest to include other content on the *WMD Website* operated by *WMD*, such as;

- *Links to resources* that are provided by others on Websites outside of *WMD* control;
- *Public acknowledgement of sponsors or other contributors* of resources to allow *WMD* to expand the on-line information and services; and

- *Advertising revenues* to decrease costs and expand the offering of information and services.

External content therefore includes, but is not limited to, links, acknowledgements, and advertisements on pages operated by *WMD*.

Content Guidelines

In exercising its discretion to allow external content on the *WMD Website*, the *Washington Military Department* will be guided by the purpose of the *WMD Website*, which is as follows:

The *WMD Website* is intended to support, as efficiently, conveniently, and cost effectively as possible, and in a manner of presentation befitting government, the following uses by citizens, businesses and public employees:

- *Location of and access to useful public information* provided by public agencies or non-profit, non-partisan organizations;
- *Location of Websites* provided by public agencies or non-profit, non-partisan organizations;
- *Location of public services*;
- *Delivery of public services* via the Internet.

The *Washington Military Department*, at its sole discretion, will determine whether *external content* meets these purposes. Generally, *external content* that does not suit these purposes includes, but is not limited to, content that contains, suggests, or infers any of the following:

1. *Advocacy of or opposition to any politically, environmentally, or socially controversial subjects, issues, or candidates.*
2. *Disparaging or promoting any person or class of persons.*
3. *External content not suitable for readers or viewers of all ages*, or links to or other promotion of businesses whose products or services are not suitable for persons of all ages.
4. *Promoting or inciting illegal, violent, or socially undesirable conduct.*
5. *Promotion or availability of alcohol or tobacco products.*
6. *Promotion or availability of illegal drugs.*

7. *Promotion or availability of adult or sexually oriented entertainment or materials.*
8. *Promotion, opposition, or availability of weapons.*
9. *Promotion, opposition, or availability of gambling.*
10. *Claims of efficacy, suitability, desirability, or other non-objective statements* about businesses, products, or services.
11. *Content that infringes on any trademark, copyright, or patent rights of another.*
12. *Claims or representations in violation of advertising or consumer protection laws.*
13. *Content that a reasonable citizen may not consider to maintain the dignity and decorum appropriate for WMD.*

Removal of Content

The *Washington Military Department* reserves the right, at its sole discretion, to withdraw external content that otherwise meets its guidelines. This discretion may be exercised if *WMD* becomes aware, receives claims or allegations, or has reason to inquire whether, the content refers or links the viewer to content not on the *WMD Website* that is either violative of any of the above listed guidelines, except No. 10, or would be reasonably likely to offend a reasonable citizen. Withdrawal of content on these bases will be permitted whether or not *WMD* is legally obligated to act upon any information of which it is aware.