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**CITY OF CENTENNIAL, COLORADO**  
**13133 East Arapahoe Road, Centennial, Colorado 80112**

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**ADMINISTRATIVE DIRECTIVE**  
**No. 2018-CO-AD-01**

**CITY OF CENTENNIAL WEBSITE POLICIES AND DISCLOSURES**

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**I. AUTHORITY:**

As provided in Section 2-1-130(a) of the Centennial Municipal Code, the City Manager is responsible for all administrative affairs of the City and implementing the directives of City Council.

**II. PURPOSE OF DIRECTIVE:**

The City maintains a website for dissemination of information to the public regarding the City. The City desires to adopt and publish on its website its policies regarding use of the City website and use of information provided by users through the City website. The purpose of this directive is to authorize the adoption and promulgation of the City's Website Policies and Disclosure and to authorize the posting of same on the City's website.

**III. DEFINITIONS:** None

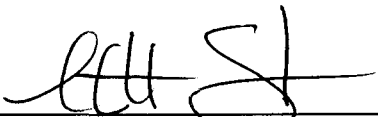
**IV. AUTHORIZATION FOR CITY'S WEBSITE POLICIES AND DISCLOSURE:**

The Website Policies and Disclosure as set forth on Attachment A shall be the City's policy governing privacy of information and use of the City website until further amended and shall be posted on the City website.

**V. EFFECTIVE DATE:**

This directive shall be effective upon the signature of the City Manager.

**VI. APPROVAL:**

  
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Matt Sturgeon, City Manager

12/10, 2018  
Date

## Attachment A CITY OF CENTENNIAL WEBSITE POLICIES AND DISCLOSURES

### Use of Cookies

To better serve our users we may use "cookies" to customize your browsing experience. Cookies are simple text files stored on your computer by your web browser. They provide a method of distinguishing among visitors to our 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. Visitors may refuse the cookie or delete the cookie file by using any of the widely available methods.

### Disclosure to Third Parties

As a governmental agency, we are governed by open records laws. Any information received by us through use of our website is subject to the same provisions as information provided on paper. Otherwise, other than with third party contractors that provide services to the City relevant to the information you provide:

- we do not share personal identifying information with any third party without your permission;
- we disclose only in aggregate form our statistical analyses or demographics of users and this information does not reveal personally identifiable information; and
- personal identifying information will only be released to outside parties if we are legally required to do so in connection with law enforcement investigations or other legal proceedings.

### Link Policy

In establishing and maintaining its official website, the City does not intend to create any forum or other means for public discourse. The City of Centennial site contains links to or from other Internet sites and resources. When a user chooses a link to a website not controlled by the City, we are neither responsible for the content on that website nor are we endorsing the entity to which the website belongs or the message on such website. When users click on a link to an outside website, they are leaving the Centennial website and are subject to the policies of the outside website. Links will not be made to websites that are (a) associated with an election ballot issue or question, or (b) associated with or sponsored by or serving a candidate for elected office, any political party, or any organization supporting or seeking to defeat a candidate for elected office. In addition, links to the following types of websites *only* may be established:

- State, local or federal governmental agencies, state colleges or universities, public school districts and registered homeowners' associations located in Centennial.
- Organizations with which the City has an existing formal contractual relationship.
- Organizations that receive direct financial or in-kind support from the City.
- Media and corporate sponsors of Centennial-initiated events for purposes related to the event and only during the promotional period of the event

### Disclaimer

The City of Centennial maintains this website to enhance public access to City information. **Neither the City nor any employee of the City represents, guarantees or warrants the accuracy, reliability, or timeliness of any information published on the City website and neither endorses any content, viewpoints, products, or services linked from this system. Neither the City nor any employee of the City shall 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 obsolete. Any person who or entity that relies on any information obtained from the City website does so at his, her, or its own risk.**

### How to Contact Us

Should you have any questions, comments, or concerns about the City's Website Policies and Disclosures, please call the City of Centennial at (303) 325-8000, or send us an email at [webmaster@centennialco.gov](mailto:webmaster@centennialco.gov)