

# TOWN OF STAMFORD, VERMONT

— Chartered 1753 —

986 Main Road, Stamford, VT 05352

stamfordvt.net

Phone (802) 694-1361

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## Website Policy

The website for Stamford, Vermont is available at [www.stamfordvt.net](http://www.stamfordvt.net).

### Purpose of the Website

The primary goals of the Town of Stamford, Vermont website are:

- To provide information about the town's government services
- To increase our citizens' knowledge and participation in town government
- To make available documents and forms that are relevant to residents and visitors
- To offer additional information that the town government feels may be useful or of interest to residents or visitors
- To enhance civil life and encourage positive community engagement

The town website is not a forum to be used for public discourse and may not be used for the expression of opinions or general discussions; the website is intended to inform the public.

### Restrictions on Website Content

The website will have content only from the town government or information from other government organizations (e.g. state government) that the town re-publishes.

### Authority

The Selectboard has final responsibility and authority over the website and this policy. The Selectboard may appoint a webmaster to be responsible for:

- Maintaining the town's website
- Being a primary point of contact for inquiries, comments, and other communications regarding the website
- Keeping the Selectboard apprised of any issues with or related to the website

The webmaster may be changed at the Selectboard's discretion, or the position may be unfilled.

The Selectboard may, itself or through the webmaster, add, remove, or change the website and any materials or information on it solely at its discretion. While the Selectboard may receive (and encourages) comments, suggestions, or requests about the website, it is not obligated to any action on the basis of those comments, suggestions or requests.

The Selectboard reserves the right to amend this policy at any time.

### Confidentiality and Privacy

Confidential and personally identifiable information (PII) shall not be posted on the website (Vermont Public Records Act, 1 V.S.A. § 315-320). While the website may track overall site traffic, it does not collect individual user details unless a user voluntarily submits such information. It does not share that information with outside sources, and is committed to keeping such information as confidential and contained as reasonably possible. If a user believes that the website is not protecting his or her privacy, that person should contact the Selectboard, who shall assess and, if necessary, address the issue.

Persons submitting email comments or questions to the town or any of its officials or employees should be aware that the town cannot guarantee, nor does it represent that such communication will remain private and confidential. Similar to mailed or delivered comments, comments received via email become subject to public disclosure under the State of Vermont Public Records Law, and/or as part of the discovery procedure in a civil lawsuit.

#### **Note on public records law and limits to confidentiality and privacy:**

The town website is subject to Vermont's Access to Public Records Law. All files, documents, data, and other electronic messages created, received, or stored on the town's computer system are open to review and regulation by the town and may be subject to the provisions of Vermont's Public Records law. A public record consists of any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

### Limits of Liability

The town is not responsible for and does not endorse the information on any linked website unless the town website states otherwise for that particular link.

While the town uses reasonable effort to provide current and accurate information, the town makes no warranty or representation as to the currency or accuracy of the information unless explicitly stated, and any such statement is limited in scope only to the information specified in the statement, without implying any such claims about any other information on or linked to by the website.

The website and any and all information and material on it is subject to change, and the town makes no commitment beyond that required by law to preservation of and/or access to any previous information when a change is made.

The town is not responsible for any special, indirect, incidental, or consequential damages that may arise from use of, or the inability to use, or errors on, or omissions from the website and/or materials from the website, whether those materials were provided by the town or a third party. The town is not responsible for the content, views, opinions, representations, materials, software, or activity of any sort of any site referred to through links.

Website Security

The town will make reasonable efforts to keep the site secure. It will do this by:

- Using a standard, widely used technology to power the site
- Using a reliable, well-known provider with a good security track record to host the site
  - The provider assumes responsibility for the security of the underlying technology and systems
- Restricting administrative access to the website to a few individuals
- Ensuring that good quality passwords are used for the site
  - A mix of letters, numbers, and other characters
  - A mix of upper and lower case
  - Not directly based on a real word or proper noun
  - At least 16 characters long
- Not offering any web forms to the public

Copyright Infringement Notification

The town complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law (U.S. Copyright Act, Title 17 of the US Code, and, more recently, the Digital Millennium Copyright Act, 105 PL 304) makes it illegal to download, upload, or distribute in any fashion, copyrighted material in any form without permission or a license to do so from the copyright holder.

The following notification shall be made accessible on the town's official website:

*If you believe that any material on the town's official website infringes on any copyright which you own or control, you may file a notification of such infringement with the Town Clerk at 986 Main Road, Stamford, VT 05352; telephone no. (802) 694-1361; email: townclerk@stamfordvt.net.*

Effective Date


The foregoing policy is hereby adopted this 15th day of September, 2022 and is effective as of this date until amended or repealed.

SELECTBOARD:

  
Nancy L. Bushika, Chair

  
Carol A. Fachini

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Daniel J. Potvin

  
Michael G. Denault

  
Pamela Tworig