

# Website Privacy Policy

## Introduction

Clay County, MN (“we,” “our,” “us”) operates the official municipal website located at [claycountymn.gov](http://claycountymn.gov) (the “Site”). The Site is hosted on the CivicPlus® platform. CivicPlus acts only as a data custodian—it stores and processes information under our direction. You can find more details about how CivicPlus processes the data it stores on our behalf here: <https://www.civicplus.help/civicplus-help-center/docs/civicplus-privacy-policy>

## Scope

This policy explains how we collect, use, disclose, and secure “Personal Information” (information that identifies, relates to, or can reasonably be linked to an individual). It covers Site visitors and individuals who interact with online services we provide (e.g., paying fees, submitting forms).

## Information We Collect & Why

Platform	Examples (may vary by service)	Primary Purpose
Identifiers	Name, postal address, email, phone, login credentials	Create/maintain your account, respond to requests, provide services
Transaction data	Permit or recreation program details, payments (processed by third-party payment processor)	Fulfil the service you requested
Internet activity	IP address, browser type, pages visited, cookies	Site security, performance, and analytics
Optional content you submit	Poll responses, uploaded documents or photos	Provide specific municipal programs or public records

We do NOT knowingly collect sensitive data (e.g., medical, precise geolocation) unless you voluntarily provide it in a form specifically designed for that purpose, and we do NOT sell Personal Information.

## Cookies & Similar Tech

The Site uses essential cookies for security and session management and analytics cookies to understand how the Site is used. You can control non-essential cookies through your browser settings.

### **How We Share Information**

We share Personal Information only:

- a. With service providers performing functions for us (e.g., payment processors, email distribution).
- b. With other government entities to fulfil a legal obligation or provide a requested service (e.g., county recorder).
- c. As required by law (including applicable public records laws) or to protect rights, property, or safety.

We do not sell or “share” Personal Information for cross-context behavioral advertising.

### **Your Privacy Rights**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) states that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. Generally, you may have the right to:

- a. Access the Personal Information we hold about you.
- b. Correct inaccurate Personal Information.

For more information, visit our [Data Practices and Inventories](#) page.

### **Children’s Privacy**

Our online services are not directed to children under 13, and we do not knowingly collect their Personal Information. If we learn we have done so, we will delete it promptly.

### **Security & Retention**

We use administrative, technical, and physical safeguards (including SSL encryption in transit and access-controlled servers) to protect Personal Information. Data is retained only as long as necessary for the purpose collected or as required by records retention schedules.

### **International Visitors**

The Site is intended for U.S. residents. If you access it from outside the United States, you consent to processing and storage in the United States, which may have different data protection laws than your jurisdiction.

### **Updates to This Policy**

We may update this Policy from time to time. Material changes will be posted here and, where required by law, we will provide additional notice.

### **Contact Us**

Questions about this policy? Email: [communications@claycountymn.gov](mailto:communications@claycountymn.gov), Phone: 218-299-5050, Mail: PO Box 280, Moorhead, MN 56560.