

SPONSORED BY: COUNCIL MEMBER GARNER

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-17  
Series of 2007

07-14  
Series of 2007

A RESOLUTION REGULATING THE USE OF THE E-MAIL ADDRESSES PROVIDED TO THE CITY IN ORDER TO RECEIVE CITY COUNCIL E-MAIL NEWSLETTERS

WHEREAS, the Mayor and members of the City Council have developed e-mail newsletters in order to communicate regarding City business with residents of the City ("E-Mail Council Newsletters");

WHEREAS, the Colorado Open Records Act, C.R.S. § 24-72-201, et se., provides that personal information such as an e-mail address provided to the City for municipal business may be identified as confidential information and not subject to disclosure, unless otherwise ordered by a Court of competent jurisdiction;

WHEREAS, the City has developed a privacy policy for those persons that desire to E-mail Council Newsletters, a copy of which is attached hereto as **Exhibit A** (the "Privacy Policy"); and

WHEREAS, the City Council desires to implement a policy to assure that the Privacy Policy is adhered to in all circumstances related to E-Mail Council Newsletter recipients.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City hereby reaffirms the Privacy Policy attached hereto as **Exhibit A** for persons providing their e-mail addresses to the City in order to receive E-Mail Council Newsletters.


Section 2. E-mail addresses provided to the City in order to receive E-Mail Council Newsletters shall not be made available in any form to any person or entity, including members of City Council, without the written consent of the person who provides his or her e-mail address to the City for this purpose, or unless specifically compelled by Court Order, except that the City may release the number of subscribers of said Newsletters in order to determine subscribership so long as actual e-mail addresses are not released or otherwise disclosed.

Section 3. The City Council reaffirms its commitment to protect the privacy of the e-mail addresses and any other identifying information provided by those persons who desire to receive the E-Mail Council Newsletters, and reaffirms that said e-mail addresses shall not be used for any other purpose.

DATED at Northglenn, Colorado, this 8<sup>th</sup> day of March, 2007.

  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

  
DIANA L. LENTZ, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFFMANN  
City Attorney

## EXHIBIT A

### PRIVACY POLICY

#### *\*Northglenn Email List Privacy Policy*

We have created this email privacy policy to demonstrate our firm commitment to your privacy and the protection of your information.

#### *\*Why did you receive an email from us?*

If you received a mailing from us, (a) your email address is either listed with us as someone who has expressly signed up to receive our service, or (b) someone else has attempted to sign you up to receive our service. You cannot be signed up to our service without your consent, so please disregard any email requesting that you complete your registration if you are not the person who initiated the registration. You may also receive an email from your Councilmember or City staff in the case of an emergency.

#### *\*How we protect your privacy*

We use security measures to protect against the loss, misuse and alteration of data used by our system. We will not share your email address, or any other personal information, with any business, government agency, or organization without your written consent.

#### *\*Sharing and usage*

We will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to City personnel managing this information for purposes of sending you emails based on your request for information.

#### *\*How can you stop receiving email from us?*

Each email sent contains an easy, automated way for you to cease receiving email from us. If you wish to do this, simply follow the instructions at the end of any email. If you have unwanted, unsolicited email sent via this system or purporting to be sent via this system, please forward a copy of that email with your comments to [webmaster@northglenn.org](mailto:webmaster@northglenn.org).