

## **PRIVACY STATEMENT**

### **Introduction**

The Philadelphia Redevelopment Authority (the “PRA”) provides services through its official website, [www.philadelphiaredevelopmentauthority.org](http://www.philadelphiaredevelopmentauthority.org) (the “Website”), which requires capture, storage and management of user information. This statement outlines the PRA’s policies related to information that is gathered via the Internet.

### **Collection of Information**

The PRA does not collect personal information automatically from anyone visiting [www.philadelphiaredevelopmentauthority.org](http://www.philadelphiaredevelopmentauthority.org). The user may provide personal information as a result of interacting with forms, applications, emails, or if the user is signing up for the PRA’s distribution lists (the “Distribution Lists”). Any personally identifiable information that you voluntarily provide will be collected. The PRA does not sell information collected online.

Information is retained in accordance with existing laws and other PRA policies.

The PRA does collect general Internet based information for statistical purposes using standard third-party software programs to create summary statistics. The user's IP address (unique computer identifier), Internet domain name ([www.yourcompany.com](http://www.yourcompany.com)), browser type, and pages viewed are examples of the type of statistical information collected. The statistics are used for the purpose of improving the Website for the users. The PRA reserves the right to forward user information to its department(s), the City of Philadelphia (the “City”) or Philadelphia Housing Development Corporation (“PHDC”) in order to best serve the user and address his/her request.

### **Email Distribution Lists**

The PRA uses a third party vendor to prepare and maintain its Distribution Lists. The PRA uses the Distribution Lists to keep interested individuals informed about important topics. Individuals must affirmatively request to join the Distribution Lists. Neither the PRA nor its third party vendor will divulge the email addresses of the PRA’s list subscribers unless otherwise authorized. However, the PRA shall not be responsible for any failures of its third party vendor to preserve subscriber anonymity.

### **Cookies**

Cookies are small data files that are stored by your web browser or transferred by a web application to the user's hard drive. These files are used to store information related to the user, such as your login ID, passwords, etc. and provide a method of distinguishing among visitors to the Website. This information is provided by the user via interaction with a web application or site. Cookies do not access information on the user's computer. Their primary purpose is to improve the user experience and for basic web metrics. You can remove or block cookies by changing the settings of your browser. The applications on the Website may at times transfer cookies to the user's hard drive. These cookies expire in a very short time frame or when a browser window closes and are permitted by current federal guidelines.

### **Third Party Data Sharing**

The PRA does not share information provided by the user with third party organizations except to the City and PHDC, when required by law or court order, or where you have given the PRA

permission to share information. The PRA does however reserve the right to share information with organizations under contract to act on the PRA's behalf, including those organizations that create, manage, or host this Website and the Distribution Lists. Any information forwarded to the PRA from contractual third parties will be held in the strictest confidence and used only for the purposes identified in the capturing transaction. Your information may also be shared with other government related agencies as outlined by the Pennsylvania Right to Know Law or other applicable laws. Information collected by the PRA on this Website may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

### **Children's Privacy**

The PRA does not knowingly contact or collect personal information from children under 13. This Website is not intended to solicit information of any kind from children under 13. It is possible that by fraud or deception the PRA may receive information pertaining to children under 13. If the PRA is notified of this, as soon as the PRA verifies the information, the PRA will immediately delete the information from its servers.

### **Security**

The PRA has taken reasonable precautions to protect personally identifiable information that is either available from or collected by this Website from loss, misuse, or alteration. Unless a particular web page on the PRA's Website indicates that encryption technology is being used, the user should not assume that information uploaded through that web page will be treated as confidential. If a user submits information through a web page containing visible indicators of active encryption technology, the PRA will take all reasonable precautions to safeguard the confidentiality of such information, but shall nevertheless not be held liable for any injury caused by the disclosure of that information, whether caused by security breach, accident, inadvertence, or any other act resulting in disclosure.