



CITY OF THE VILLAGE PRIVACY NOTICE

House Bill 2618 requires public bodies that collect personally identifiable data in the course of conducting business are required to let the public know what information is being stored by the City and with whom the information is being shared.

Utility Billing: The City stores personally identifiable data as part of the City's utility billing system. This information includes names, addresses, phone numbers, email addresses, account numbers, billing history and payment history of account holders and in some cases, tenants. All utility billing information is Open Record under Oklahoma law and is only shared to third parties, if requested pursuant to the Oklahoma Open Records Act. When an account is turned over to collections, this information is shared with the City's independent contractor.

Municipal Court: The City stores personally identifiable data as part of the City's Municipal Court System. Data stored for defendants include names, addresses, phone numbers, email addresses, payment history, gender, age, driver's licenses, tag numbers, the make and model of vehicles, charges, dispositions, fines and warrants. Data stored for plaintiffs (signed complaints) may include names, addresses, phone numbers and email addresses. All of this information is Open Record and is made available to anyone pursuant to a request pursuant to the Oklahoma Open Records Act. Personally identifiable data pertaining to criminal **juvenile** offenders are not Open Records and are not shared with anyone other than Municipal Court staff, police officers, prosecutors and judges that need the information as part of their official duties.

Code Enforcement: The City stores personally identifiable data in conjunction with Code Enforcement. This information includes names, addresses, phone numbers, email addresses, a description of code violations (including animal complaints and animal owner information) and nuisance abatement actions taken by the City. In some instances, the names, addresses, phone numbers and email addresses of complaining parties and witnesses are stored by the City. All of this information is Open Record and is made available to anyone pursuant to a request pursuant to the Oklahoma Open Records Act.

Permits & Licenses: The City stores personally identifiable data in conjunction with Permits & Licenses. This information includes names, addresses, phone numbers, the email addresses of applicants for permits and licenses issued by the City. This information may be provided to the City Council in monthly reports. All of this information is Open Record and is made available to anyone pursuant to a request pursuant to the Oklahoma Open Records Act.

Police Records: The City stores personally identifiable data in conjunction with law enforcement activities including incident reports, dispatch logs, photographs, voice recordings (recording of phone calls including 911 calls), body cam videos, in-car camera videos and other surveillance videos. The types of personally identifiable information stored may include names, addresses, phone numbers, email addresses, criminal history, pending charges, case dispositions, warrant information, social security numbers, driver's license numbers, tag numbers, voice recordings, photographs and video. Most of this information is Open Record and is made available to anyone upon request pursuant to the Oklahoma Open Records Act. Data may be redacted to protect information not subject to the Open Records Act (on-going investigations, juveniles, social security numbers, etc.) Open Record information may be provided to the City Council in monthly or special reports. Any or all of the stored information may be shared with other law enforcement agencies.

Fire Department and Emergency Medical Services. The Village Fire Department stores a variety of information which may contain personally identifiable information such as names, addresses, phone numbers and email addresses related to fire and public assistance calls at residences and businesses in The Village. This information may contain the reason and nature of the call and the outcome of the call. Most of the information stored by the Fire Department is Open Record and is made available to anyone upon request pursuant to the Oklahoma Open



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Records Act. As a "First Responding Agency" for medical emergencies, call information may be subject to federal HIPPA regulations and specific medical information and conditions pertaining to individuals rendered aid by the fire department is not shared with the general public but may be provided to EMSA, hospital staff or other government agencies, on a need-to-know basis.

Credit Card & Banking Information: Wherever we collect sensitive information (such as credit card data, direct deposits, auto bank drafts, social security numbers), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing, technical support, customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. This information is not Open Record and is not available to the general public.