

ONLINE PRIVACY POLICY AGREEMENT

April 06, 2026

Town of South Congaree (TOSC) (“Town,” “we,” “our,” or “us”) values its users' privacy and is committed to protecting it through this Privacy Policy. This Privacy Policy ("Policy") will help you understand how we collect, use, process, retain, and disclose personal information from those who visit our website or make use of our online facilities and services (“Services”), and what we will and will not do with the information we collect. Our Policy has been designed and created to ensure those affiliated with Town of South Congaree of our commitment and realization of our obligation not only to meet, but to exceed, most existing privacy standards.

We reserve the right to make changes to this Policy at any given time. If you want to make sure that you are up to date with the latest changes, we advise you to frequently visit this page. If at any point in time Town of South Congaree decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether to permit the use of their information in this separate manner.

This Policy applies to Town of South Congaree, and it governs any and all data collection and usage by us. Through the use of <https://www.townofsouthcongarree.org/>, you are therefore consenting to the data collection procedures expressed in this Policy.

This Policy applies only to information collected through our Services, including our website and electronic communications. It does not apply to information collected offline or through third-party websites or services that do not link to this Policy. This Policy does not govern the collection and use of information by companies that Town of South Congaree does not control, nor by individuals not employed or managed by us. If you visit a website that we mention or link to, be sure to review its privacy policy before providing the site with information. It is highly recommended and suggested that you review the privacy policies and statements of any website you choose to use or frequent to better understand the way in which websites garner, make use of and share the information collected.

Specifically, this Policy will inform you of the following

1. What personally identifiable information is collected from you through our website;
2. Why we collect personally identifiable information and the legal basis for such collection;
3. How we use the collected information and with whom it may be shared;
4. What choices are available to you regarding the use of your data; and
5. The security procedures in place to protect the misuse of your information.

Information We Collect:

We may collect the following categories of personal information:

- **Identifiers:** name, email, phone number, mailing address
- **Device and Technical Data:** IP address, browser type, operating system
- **Usage Data:** pages visited, interaction data, timestamps
- **Communications:** messages, inquiries, or submissions to the Town
- **Optional Information:** any information you voluntarily provide

We do not intentionally collect sensitive personal information (such as Social Security numbers, biometric data, or precise geolocation) unless required for a specific service and authorized by law.

Why We Collect Information and For How Long:

We are collecting your data for several reasons:

- To better understand your needs and provide you with the services you have requested;
- To fulfill our legitimate interest in improving our services and products;
- To send you promotional emails containing information we think you may like when we have your consent to do so;
- To contact you to fill out surveys or participate in other types of market research, when we have your consent to do so;
- To customize our website according to your online behavior and personal preferences;
- To provide, maintain, analyze, and improve our website services;
- To comply with legal obligations and governmental functions;
- To protect the security and integrity of our systems;
- To detect, prevent, and respond to fraud, misuse, or unlawful activity; and
- To enforce our policies, terms, and legal rights.

The data we collect from you will be stored for no longer than necessary. The length of time we retain said information will be determined based upon the following criteria: the length of time your personal information remains relevant; the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations; any limitation periods within which claims might be made; any retention periods prescribed by law or recommended by regulators, professional bodies or associations; the type of contract we have with you, the existence of your consent, and our legitimate interest in keeping such information as stated in this Policy.

Use of Information Collected:

Town of South Congaree does not now, nor will it in the future, sell, rent, or lease any of its customer lists and/or names to any third parties.

Town of South Congaree may collect and may make use of personal information to assist in the operation of our website and to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to you from <https://www.townofsouthcongarree.org/>.

Town of South Congaree may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current or potential future services that may be offered.

Town of South Congaree uses various third-party social media features including but not limited to <https://www.facebook.com/TownofSouthCongaree> and other interactive programs. These may collect your IP address and require cookies to work properly. These services are governed by the privacy policies of the providers and are not within Town of South Congaree's control.

Disclosure of Information:

Town of South Congaree may disclose personal information:

- To service providers and contractors performing services on our behalf (subject to confidentiality obligations). We require service providers to process personal information only for authorized purposes and to maintain appropriate safeguards;
- To comply with legal obligations, court orders, or law enforcement requests;
- To protect the rights, safety, and property of the Town or others;
- In connection with audits, investigations, or governmental functions;
- As part of a reorganization or transfer of governmental operations;
- As necessary to maintain, safeguard and preserve all the rights and property of Town of South Congaree

We do not sell personal information and do not share personal information for targeted advertising.

Non-Marketing Purposes:

Town of South Congaree greatly respects your privacy. We do maintain and reserve the right to contact you if needed for non-marketing purposes (such as bug alerts, security breaches, account issues, and/or changes in Town of South Congaree products and services). In certain circumstances, we may use our website, newspapers, or other public means to post a notice.

Children's Privacy (COPPA Notice):

This section applies only to children under the age of 13 and supplements the rest of this Privacy Policy.

Town of South Congaree's website is not directed to, and does not knowingly collect personal identifiable information from, children under the age of thirteen (13). If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database, or in the alternative, that verifiable parental consent is obtained for the use and storage of such information. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use this website. To exercise these rights, please contact us using the information below.

Unsubscribe or Opt-Out; Cookies:

All users and visitors to our website have the option to discontinue receiving communications from us by way of email or newsletters. To discontinue or unsubscribe from our website please send an email that you wish to unsubscribe to townclerk@southcongarree.org. If you wish to unsubscribe or opt-out from any third-party websites, you must go to that specific website to unsubscribe or opt-out. Town of South Congaree will continue to adhere to this Policy with respect to any personal information previously collected.

Cookies and Other Tracking Technologies. You can set your browser to refuse all or some browser cookies or other tracking technology files, or to alert you when these files are being sent. If you disable or refuse cookies or similar tracking files, some Services features may be inaccessible or not function properly.

Your State Privacy Rights:

Depending on your state of residency, you may have certain rights related to your personal data, including:

- **Access and Data Portability.** You may confirm whether we process your personal data and access a copy of the personal data we process. To the extent feasible and required by state law, depending on your state, data will be provided in a portable format. Depending on your state, you may have the right to receive additional information, and it will be included in the response to your access request.
- **Correction.** You may request that we correct inaccuracies in your personal data that we maintain, taking into account the information's nature and processing purpose.
- **Deletion.** You may request that we delete personal data about you that we maintain, subject to certain exception under applicable law.
- **Opt Out of Using Personal Data for Targeted Advertising, Profiling, and Sales.** You may request that we do not use your personal data for these purposes.

The exact scope of these rights varies by state. There are also several exceptions where we may not have an obligation to fulfill your request.

Links to Other Websites:

Our website does contain links to affiliates and other websites. Town of South Congaree does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of every website that collects personally identifiable information. This Privacy Policy Agreement applies only and solely to the information collected by our website.

Notice to European Union and other Foreign Users:

If you are located outside the United States, your information will be processed in the United States in accordance with this Policy.

Security:

Town of South Congaree takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (e.g. credit card information), 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 webpage.

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 or customer service) are granted access to personally identifiable information. The computers and servers on which we store personally identifiable information are kept in a secure environment. This is all done to prevent any loss, misuse, unauthorized access, disclosure or modification of the user's personal information under our control.

However, no method of transmission over the Internet or electronic storage is completely secure, and we cannot guarantee absolute security. You transmit information at your own risk.

Data Security Incidents:

In the event of a data breach involving personal information, we will take steps consistent with applicable law, including notification where required.

Acceptance of Terms:

By using this website, you are hereby accepting the terms and conditions stipulated within the Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you agree and acceptance of such changes.

How to Contact Us:

If you have any questions or concerns regarding the Privacy Policy Agreement related to our website, please feel free to contact us at the following email, telephone number or mailing address.

Email: townclerk@southcongaree.org

Telephone Number: 803-755-2760

Mailing Address:

Town of South Congaree

119 W Berry Rd

West Columbia, South Carolina 29172

COPPA Compliance Disclosure:

This Privacy Policy presumes that your website is not directed at children under the age of 13 and does not knowingly collect personal identifiable information from them or allow others to do the same through your site. If this is not true for your website or online service and you do collect such information (or allow others to do so), please be aware that you must be compliant with all COPPA regulations and guidelines in order to avoid violations which could lead to law enforcement actions, including civil penalties.

In order to be fully compliant with COPPA your website or online service must fulfill other requirements such as: (i) posting a privacy policy which describes not only *your* practices, but also the practices of any others collecting personal information on your site or service — for example, plug-ins or ad networks; (ii) include a prominent link to your privacy policy anywhere you collect personal information from children; (iii) include a description of parental rights (e.g. that you won't require a child to disclose more information than is reasonably necessary, that they can review their child's personal information, direct you to delete it, and refuse to allow any further collection or use of the child's information, and the procedures to exercise their rights); (iv) give parents "direct notice" of your information practices before collecting information from their children; and (v) obtain the parents' "verifiable consent" before collecting, using or disclosing personal information from a child. For more information on the definition of these terms and how to make sure your website or online service is fully compliant with COPPA please visit <https://www.ftc.gov/guidance/childrens-online-protection-rule-six-steps>. FormSwift and its subsidiaries are in no way responsible for determining whether or not your company is in fact compliant with COPPA and takes no responsibility for the use you make of this Privacy Policy or for any potential liability your company may face in relation to any COPPA compliance issues.

Limitation of Liability:

To the fullest extent permitted by law, Town of South Congaree disclaims liability for unauthorized access, loss, or misuse of personal information beyond its reasonable control.