# **City of Madras**

The City of Madras recognizes the importance of protecting the privacy of individuals, both our customers and site visitors. We have created this privacy statement to demonstrate our commitment to privacy and to inform you of our policies regarding information we acquire during the course of conducting our business.

#### Who These Policies Apply To

These policies apply to our customers, visitors to our web site, those visitors using various systems and links on the web site, and our merchant's customers whose transactions may pass through IntelliPay™ systems.

#### Overview

We do not sell or otherwise distribute your specific personal information to anyone unless compelled to do so by order of a duly-empowered governmental authority, or if we have your express permission, or it is necessary to process transactions and/or provide our services using our various products.

We may occasionally provide to others or publish aggregated information without reference to specific individuals or client companies.

### Online Application(s):

Our online account application forms are served securely so the data is transmitted to us encrypted, providing you security and further privacy. The data contained in such applications may contain financial or other information needed to process your request. In some cases, this data will be shared with third parties only when necessary.

In almost all cases, we will be in contact with you when this happens and at those times you will have knowledge of what's happening with such data. This is the only time at which we might share your data with a third party. In most cases, we will introduce you to such parties directly, and you'll deal with them directly, giving you total control over your data and disclosures.

Personally identifiable data gathered about our merchant clients are never sold or distributed to others for marketing purposes without your express consent.

The types of information acquired during the use of our technologies might include credit card or other account numbers, names, addresses, purchase amounts and other similar data. We pass this data on to banks, bank networks, credit card systems and/or other appropriate systems to complete the transactions. The amount and nature of the data varies depending on how our business client is using our technologies or services and what data is required by the "back end" system we are accessing for each transaction.

In some circumstances, the City of Madras passes transactional data to third party providers of related products or services. These may include products or services that City of Madras does not provide directly, but has negotiated a relationship with such partners. These partners may or may not also be collecting the data for their own uses.

The City of Madras only passes minimally required data to complete the transactional needs to process the desired transaction.

The City of Madras makes reasonable efforts to assure that such partners are behaving consistently with our privacy policies. It is important to us that these companies respect your privacy and are acting in a reasonable manner with your data.

We will not partner with an outside company if we are not comfortable with their privacy behaviors. If we later find such partners out of line with our policies, we may discontinue the relationship.

## **Correcting or Updating Personal Information**

Our customers are required to keep their information updated and correct. This is so our technology and business practices work correctly.

#### Changes to This Privacy Statement

If we decide to change this Privacy Statement, we will post a notice of the changes on our Homepage so our users can always be aware of what information we collect, how we collect it and how we use it.

This policy follows the same parameters as the IntelliPay<sup>™</sup> policy that is contracted and service via online bill pay services. A link to their policy is: <a href="http://www.intellipay.com/Docs/privacypolicies.htm">http://www.intellipay.com/Docs/privacypolicies.htm</a>