

B-35 Policy Internet Web Privacy Policy



ADOPTED: October 31, 2000
REVISED: February 27, 2007
REVIEWED: April 26, 2016

I. OBJECTIVE

- A. To clearly define a privacy policy for users of the Midwest Energy & Communications (MEC) website.
- B. To outline a set of fair information practices that governs the collection, maintenance, use, and disclosure of personal information on the Midwest Energy & Communications (MEC) website.

II. CONTENT

A. Collection Practices

1. Like most other websites, MEC maintains web logs that automatically record basic information about visitors. This information consists of:
 - a. Internet domain from which you access our website (i.e. aol.com, yourschool.edu, yourcompany.com).
 - b. IP address. An IP address is automatically assigned to your computer when you surf the web. In some cases, these addresses may be individually identifiable. However, even when an IP address is identifiable, it usually takes additional effort to link a particular IP address to a specific individual. For many users, an IP address cannot be linked to a specific individual.
 - c. Type of browser and operating system used to access our website.
 - d. Date and time of access.
 - e. Pages visited.
 - f. Address of the website (if any) from which you linked to MEC.
2. MEC normally only uses web log information in aggregate form to enable us to make our site more useful. MEC likes to know which features are popular and how visitors locate the site. Web logs may be used to identify visitors who seek to damage the website, use the website in unauthorized ways, or interfere with operations. Information about users who try to engage in any unapproved activities may be shared with law enforcement agencies. MEC does not collect any personal information about a routine visitor unless the visitor provides it to MEC.

B. E-mail and Web Forms

1. If you use our website to send MEC e-mail, ask for information, access account information, purchase merchandise, or if you provide personal information in any

other way, MEC collects and may maintain the information that you provide. Your information may be shared among MEC staff and support services as necessary in order to respond to your request. Once information reaches the correct office, it will be used in the same manner as comparable information collected in other ways.

C. Security and Data Quality

1. MEC maintains its website and its information with technical, administrative, and physical safeguards to protect us against loss, unauthorized access, destruction, misuse, modification, and improper disclosure. MEC is committed to maintaining accurate, timely, relevant, and appropriate information about our users. No computer system can ever be fully protected against every possible hazard. MEC provides reasonable and appropriate security to protect against foreseeable hazards.
2. MEC requires that employees who have access to personally identifiable information from the website acknowledge in writing that they have read this privacy policy and that they are expected to follow it. Any employee who fails to comply with these rules may be subject to disciplinary action up to and including dismissal.
3. Routine e-mail sent to MEC through this website or otherwise is not necessarily secure against interception. If your communication contains personal information that you consider sensitive, you may not want to use e-mail. Our website does use a Secure Socket Layer (SSL) encryption to protect communications. If your browser supports SSL, then you can share personal information with a high degree of confidence that the information cannot be intercepted and read.

D. Uses and Disclosures

1. MEC uses its website to provide information to its members, employees, and the general public.
2. General
 - a. Personal information collected through the MEC website may be used from time to time by outside auditors, consultants, and others hired by MEC to assist in carrying out financial, management, and other activities. MEC generally directs recipients to agree to safeguard personal information, to use it only as authorized by MEC, and to return or destroy it when no longer required.
3. Legal Process
 - a. MEC could be required to disclose personal information in response to valid legal process, such as a search warrant, subpoena, or court order. Any record keeper faces this possibility. Disclosures may also be appropriate to protect MEC's legal rights or during emergencies if physical safety is believed to be at risk. MEC believes that these events are unlikely, but they are possible. MEC will take reasonable steps to limit the scope and consequences of any of these disclosures.
4. Subscriptions

- a. MEC does not sell, rent, or otherwise share lists of subscribers to online newsstand services or list servers.

III. RESPONSIBILITY

- A. The President & CEO shall be responsible for seeing that this policy is followed.
- B. If you have any questions about this privacy policy, you may send an e-mail to mail to **info@teammidwest.com** or send regular mail to: Vice President of Member Services and Marketing, Midwest Energy & Communications, 60590 Decatur Road, Cassopolis, MI 49031.
- C. If you want to see or correct any information that MEC has collected about you online, you can make a request to **info@teammidwest.com** or send regular mail to: Vice President of Member Services and Marketing, Midwest Energy & Communications, 60590 Decatur Road, Cassopolis, MI 49031.
- D. If you want to see or correct information, you will be asked to provide sufficient proof of identity, such as a driver's license, passport, or other documentation.