

# Truckee Tahoe Airport District Privacy and Web Policy

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**(530) 587-4540 or 1-800-FLY-2TRK (359-2875)**

10356 Truckee Airport Rd., Truckee, CA 96161

Email: [info@truckeetahoeairport.com](mailto:info@truckeetahoeairport.com)

Web Site: [www.truckeetahoeairport.com](http://www.truckeetahoeairport.com)

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## **Our Commitment**

We respect your right to privacy and will protect it when you visit our website. This Privacy Policy explains our online information practices only, including how we collect and use your personal information. It does not apply to third-party web sites that you are able to reach from [www.truckeetahoeairport.com](http://www.truckeetahoeairport.com).

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## **What We Automatically Collect Online**

We collect information about your visit that does not identify you personally. We can tell what computer, browser, and web service you are using. We also know the date, time, and pages you visit. Collecting this information helps us design the site to suit your needs. In the event of a known security or virus threat, we may collect information on the web content you view.

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## **Other Information We May Collect**

When you visit our website, we request and collect personally identifiable information. This type of information include:

- Contact information: name, address, email address, telephone number;
  - License numbers or other official document information to verify your identity; and,
  - Aviation-related background, such as whether you are a pilot, flight instructor or mechanic.
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## **Why We Collect Information**

To ease the use of our website, we collect information in order to provide you with what you need and want, as well as to address security and virus concerns. You can decline to provide us with any personal information. However, if you should choose to withhold requested information, we may not be able to provide you with the online services dependent upon the collection of that information.

We will only use your information for the purposes you intended, to address security or virus threats, or for the purposes required under the law. See “Choices on How We Use the Information You Provide” to learn more.

We collect information to:

- Record and/or respond to your complaints/suggestions/comments;
  - Manage your access to restricted areas of the website;
  - Fulfill requests for reports, newsletters and other similar information; and,
  - Register you for a member or Connector account
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### **Sharing Your Information**

We restrict access to your personal identifiable information to those employees of TTAD who will respond to your request or to representatives within the TTAD and related entities, as needed to speed your request or transaction. We do not intentionally disclose any personal information to any third parties or outside the TTAD except as required by law or by the consent of the person providing the information. In a government-wide effort to combat security and virus threats, we may share some information we collect automatically, such as IP address, with federal government agencies.

Also, the law may require us to share collected information with authorized law enforcement, homeland security, and national security activities. See your rights under the Privacy Act of 1974, below.

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### **Email Addresses**

Email addresses obtained through our website will not be sold or given to private companies for any purpose. The information collected is subject to the access and confidentiality provisions of the Public Records Act, other applicable sections of the California code as well as Federal laws. Email or other information requests sent to our Web Site may be maintained in order to respond to the request, forward that request to the appropriate representative within the TTAD, communicate updates to TTAD website page(s) that may be of interest to citizens, or to provide the TTAD's web designer with valuable customer feedback to assist in improving the site. Individuals can cancel any communications regarding new service updates at any time. You can cancel by: (i) changing or cancelling your Connector Account; (ii) by selecting the "opt-out" option provided in our email correspondence to you; or, (iii) you can contact Title of Person, Someone Lastname, by email at emailaddress@truckeeairport.com.

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### **Choices on How We Use the Information You Provide**

Throughout our website, we will let you know whether the information we ask you to provide is voluntary or required. By providing personally identifiable information, you grant us consent to use this information, but only for the primary reason you are giving it. We will ask you to grant us consent before using your voluntarily provided information for any secondary purposes, other than those required under the law.

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### **Information Practices for Children**

At certain times we provide information for children on our education web pages. We do not intentionally collect information from children under the age of 13. If in the future we choose to collect personal information from children, we will comply with the Children's Online Privacy Protection Act (COPPA).

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### **Cookies or Other Tracking Devices**

A "cookie" is a small text file stored on your computer that makes it easy for you to move around a website without continually re-entering your name, password, preferences, for example. We only use "session" cookies on our website. This means we store the cookie on your computer only during your visit to our website. After you turn off your computer or stop using the Internet, the cookie disappears with your personal information. You can refuse cookies by turning them off in your browser. However, they may be required to use some of the web applications on our site.

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### **Securing Your Information**

The TTAD is committed to data security and the data quality of personally identifiable information that is either available from or collected by our website and we have taken reasonable precautions to protect such information from loss, misuse, or alteration.

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### **Your Rights Under the Privacy Act of 1974**

The Privacy Act of 1974 protects the personal information the federal government keeps on you in systems of records (SOR) (information an agency controls recovered by name or other personal identifier). The Privacy Act regulates how the government can disclose, share, provide access to, and keep the personal information that it collects. The Privacy Act does not cover all information collected online.

The Act's major terms require agencies to:

- Publish a Privacy Act Notice in the Federal Register explaining the existence, character, and uses of a new or revised SOR;
- Keep information about you accurate, relevant, timely, and complete to assure fairness in dealing with you; and,
- Allow you to, on request, access and review your information held in an SOR and request amendment of the information if you disagree with it.

When TTAD collects information from you online that is subject to the Privacy Act (information kept in an SOR), we will provide a Privacy Act Statement specific to that collected information. This Privacy Act Statement tells you:

- The authority for and the purpose and use of the information collected subject to the Privacy Act;
  - Whether providing the information is voluntary or mandatory; and,
  - The effects on you if you do not provide any or all requested information
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### **Our Privacy Practices**

For more information or for comments and concerns on our privacy practices, please contact our Title of Person, Someone Lastname, by email at [emailaddress@truckee.com](mailto:emailaddress@truckee.com).

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### **Disclaimer**

The TTAD is neither responsible nor liable for any delays, inaccuracies, errors or omissions arising out of your use of the Site or with respect to the material contained on the Site, including without limitation, any material posted on the Site nor for any viruses or other contamination of your system. The TTAD Site and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The TTAD is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the Site and/or the materials contained on the Site whether the materials contained on the Site are provided by the TTAD or a third party. The TTAD is neither responsible nor liable for any viruses or other contamination of your system.

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**Access to Information**

Unless otherwise prohibited by state or federal law, rule or regulation, you will be granted the ability to access and correct any personally identifiable information. The TTAD will take reasonable steps to verify your identity before granting such access. Each TTAD service that collects personally identifiable information will allow for review and update of that information.

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**Non-TTAD Web Sites**

Non-TTAD web sites may be linked through the TTAD's web site. Many non-TTAD sites may or may not be subject to the Public Records Act and may or may not be subject to other sections of the California Code or federal law. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

The TTAD is not responsible for, and accepts no liability for, the availability of these outside resources. Linked web sites are not under the control of, nor maintained by, the TTAD and the TTAD is not responsible for the content of these Web sites, which can and do change frequently; nor for any internal links the displayed Web sites may contain. In addition, inclusion of the linked Web sites does not constitute an endorsement or promotion by the TTAD of any persons or organizations sponsoring the displayed Web sites.

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