SECURITY AND PRIVACY

Data Collection

We collect only personally identifiable information that is specifically and voluntarily provided by visitors to the Bethlehem Municipality Mobile Application. From all users, Bethlehem Municipality receives limited identifiable information, such as name, title, company address, email address, and telephone and fax numbers. Typically, identifying information is collected to:

• Register for certain areas of the mobile application

• Inquire for further information

• Provide online service, or

• Distribute requested materials or information

It is Bethlehem Municipality's policy to limit the information collected to only the minimum information required complete a visitor's request. In any instance where non-mandatory information is sought, the mobile application visitor will be notified of this at the point of collection.

For any online services provided, we will collect order information and a customer's credit card information, where applicable, in order to facilitate payment for the services.

Bethlehem Municipality's intention is not to seek any sensitive information through the Mobile Application. If you do wish to provide sensitive information for any reason, Bethlehem Municipality accepts your explicit consent to use that information in the ways described in this privacy statement or as described at the point where you choose to disclose this information.

Use of Data

A user may choose to provide personal information in the following examples:

• Submit information to facilitate service provision.

• Submit resumes or work history information

• Participate in "join our mailing list" initiatives

• Participate in bulletin boards, discussion or message forums

• Contact us for further information

• Enter Quick Surveys, Quiz's or Benchmarking Surveys

• Register for events and conferences

• Register for premium online services

• Register for downloading information such as demographic information, census survey result etc.

Information attained by the Municiaplity is used only for the intended purpose stated at the time that the information is collected. This data is not shared with other entities for secondary or unrelated purposes, or shared with a third party, unless otherwise disclosed at

the point of collection. If there is an instance where such information may be shared, the visitor will be asked for permission beforehand.

Bethlehem Municipality makes every practical effort to avoid excessive or irrelevant collection of data. If a visitor believes the site has collected excessive information, we encourage the visitor to contact us at info@bethlehem-city.org to raise any concerns.

Third Parties

Third Parties, in the context of this policy, are referred to any organizational entity that is involved in providing part of the services provided by Bethlehem Municipality.

It is Bethlehem Municipality's policy to only disclose information provided by the customer to third parties under the following circumstances:

as required by law through subpoena, search warrant or other legal process

when explicitly requested by a visitor

when required to facilitate conferences or events hosted by a third party

when required to provide service to users requiring third party involvement.

Bethlehem Municipality's Mobile Application do not collect or compile personally identifying information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

Third Party Links

There are several places throughout the Bethlehem Municipality app that may link to other web sites that do not operate under Bethlehem Municipality privacy practices. When you link to other web sites, Bethlehem Municipality's privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

Data Retention

Some of the information we receive is not retained. Contact information about visitors (such as information generated though registration for access to areas on the site) will be kept as long as the information is required to completely service the contact request or until a user requests that we delete that information. Mailing list information, discussion posts and email are kept for only the period of time considered reasonable to facilitate the visitor's requests.

Choices

As a policy, visitors are not required to register to gain access to areas of the Bethlehem Municipality Mobile Application. In certain cases, in the future, as your Bethlehem Municipality Mobile Application portal experience expands, we require visitors to register in order to obtain a user-id and password for authentication and secure access to a transaction or certain business confidential or proprietary information services on the app.

Personally identifiable information provided to Bethlehem Municipality through its Mobile Application is provided voluntarily by visitors. Should visitors subsequently choose to unsubscribe from mailing lists or any registrations, we will provide instructions, on the appropriate Mobile Application area or in communications to our visitors; or a visitor may contact the webmaster of the appropriate site e.g. it@beitunia.ps

Access

Each visitor has the right of access to personal data that they have submitted through the Mobile Application to Bethlehem Municipality.

User updates of information should be handled by going back through the registration process. Inquiries about the accuracy of identifying information previously submitted to Bethlehem Municipality through its Mobile Application, or requests to have outdated information removed, should be directed to: it@Bethlehem.ps. Bethlehem Municipality is committed to providing reasonable and practical access to visitors to allow them the opportunity to identify and correct any inaccuracies. When requested and practical, Bethlehem Municipality will delete identifying information from current operational systems.

It will be the responsibility of each individual user to ensure the confidentiality of his user id and password. Passwords must also be changed on a regular basis using the features provided on the Mobile Application.

Some services available to the public will also require authentication. Citizens, residents and other members of the public who wish to register on the Mobile Application may do so using the features provided.

When personally identifiable information or business related information is retained, Bethlehem Municipality assumes responsibility for keeping an accurate record of the information once a visitor has submitted and verified the data. Bethlehem Municipality does not assume responsibility for verifying the ongoing accuracy of the content of personal information. When practically possible, if Bethlehem Municipality is informed that any personal data collected through the Mobile Application is no longer accurate, Bethlehem Municipality will make appropriate corrections based on the updated information provided by the authenticated visitor.

Security

Bethlehem Municipality has implemented generally accepted standards of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction. All Bethlehem Municipality employees follow a firm wide security policy. Only authorised Bethlehem Municipality personnel are provided access to personally identifiable information and these employees have agreed to ensure confidentiality of this information. Bethlehem Municipality policy is to use secure socket layer technology for the protection of information submitted through web forms.

Modifications

Bethlehem Municipality reserves the right to modify or amend this Statement at any time. The effective date will be displayed at the beginning of this statement. To keep visitors informed, Bethlehem Municipality will notify users of changes to our Privacy Statement by prominently identifying the alteration for a period of not less than two weeks on our home page at www.Bethlehem-city.org