Jefferson County Internet Security Guidelines
Drafted: 1/28/2009

I. Purpose

This document has been provided as a means to notify the general public, particularly those that choose to correspond with Jefferson County electronically and Web users/visitors (new and returning) to any Jefferson County Web site, of the official position by the County on the subject of Internet security for the Jefferson County Web site, any derivative Web sites and successful electronic communication.

At Jefferson County, numerous security measures are deployed to safeguard consumer information. The Jefferson County Web site utilizes Secure Sockets Layer (SSL) technology for secured transaction processing and data transmission, where applicable. This technology is employed to ensure that sensitive data is secured and encrypted (i.e., made unreadable) by unintended parties.

Unsecured areas of any County Web site are represented by the Web address (URL) beginning with the prefix "http://...". General or publicly accessible information will normally bear this prefix. For secured data transmissions, the prefix "https://..." is conventionally used. The "https://..." option is an industry standard and is normally utilized when information gathered, transmitted or displayed on the Web is sensitive or confidential in nature.

II. Electronic Communication Notice

It is advised that users refrain from sending any personal or confidential information (credit card/bank account data, social security numbers, user login names/passwords, etc.) by way of e-mail. Your information is not protected via this method and can be viewed, captured and used maliciously by others. For additional information on how this can be done, please visit the Better Business Bureau's Web Site.

For general knowledge, Jefferson County does not encrypt any sent or received email messages from its systems. Any information sent via e-mail is sent at the submitter's risk, as Jefferson County does not claim responsibility for the security and use of this information.

Jefferson County does not rent or sell email addresses to third-party vendors. On occasion, for purposes of effective communication, authorized email addresses may be submitted to an approved third-party vendor to allow subscribers to receive correspondence from certain Jefferson County Commissioners, departments and/or agencies. As a matter of legal compliance and the County's use of permission marketing, users will be given an "opt-out" option on all multicasting (email blast) efforts to discontinue receiving the selected correspondence from Jefferson County.

III. Online Services

When providing confidential information online, users should not attempt to manipulate or use areas of any County Web site (e.g., the Car Tag/Boat Tag online registration and renewal service) in a manner that is inconsistent with the instructed method outlined on the site.

Additionally, it is strongly suggested that online patrons do not use a publicly-shared computer to provide, view or receive sensitive data on a Jefferson County Web site.

While accessing publicly-available content on the site is preferred via this method, Jefferson County strongly suggests that users select computers equipped with both virus and firewall protection (with the latest software releases) when providing sensitive information on any County Web site. Additionally, individuals should have knowledge of all persons with access to the computer(s) used, as privileged information can be accessed by others without their knowledge or consent.

Concerns

Concerns with using a shared computer to complete Jefferson County E-government transactions include, but is not limited to:

- Users saving personal data to a computer's hard disk drive that can be retrieved by others without authorization.
- Passwords or other personally identifiable information being stored (cached) in a publicly-accessible Web browser, accessible by other users.
- Non-existent/substandard enterprise security or expired single-licensed subscriptions to virus and firewall technology.

If users prefer to utilize publicly-accessible computers to transmit sensitive data on any Jefferson County Web site, it is strongly suggested that users follow the guidelines below:

- After completing online sessions/transaction(s), users should close their browser tabs and windows (Internet Explorer, Firefox, etc.) immediately.
- Do not save any sensitive information to a publicly-shared computer or a computer that is available to unknown parties.
- Erase all relevant browser history information (e.g., passwords, cookies, web page/form preferences, temporary Internet files, etc.), where applicable.

IV. Disclaimer

While it is realistically impossible for Jefferson County to guarantee zero breaches or mishaps in its Internet security, suitable measures have been taken to guarantee the security of your information online and to make your visit on any County Web site a safe and nonhazardous experience. These County-wide Internet security measures will continue to be enhanced, modified and improved on an inexhaustible basis.

For the purposes of providing County Services, publicly-available information regarding the citizenry of Jefferson County may be made available online for others to view.

However, Jefferson County does not disclose sensitive or confidential information about its population unless it applies to the intended parties or in cases where the County is requested to provide such information to local, state or federal law enforcement agencies for legal purposes.