

Frequently Asked Questions Regarding Northern Water's Website Privacy Policy

1. Why are you asking for this information?

Northern Water is committed to serving its constituents in Northern Colorado in the best ways possible. One thing that helps us to do that is to keep track of the people and organizations we work with and who requests information from us. In our efforts to do the best possible job, we have decided to consolidate all of our user information to improve security, efficiency, and reliability. To accomplish this goal, we need to have the same information about everyone who registers for our website, attends our meetings, applies for jobs, receives e-mail alerts, participates in our interactive advisory groups, and utilizes our water accounting system. We have made every effort to minimize the amount of personal information that we require from you on our website and have tried to provide alternatives to registering on the website in most instances.

2. How long will you keep my personal information?

The *Northern Colorado Water Conservancy District Records Retention Schedule* has been approved by the Northern Water Board of Directors, legal counsel, and the Colorado State Archives. The *Records Retention Schedule* provides how Northern Water maintains and retains various types of information, data, and documents created by and acquired by Northern Water. The information that is collected on our website will adhere to this same policy. A copy of the policy is available by calling Northern Water to request a copy.

3. Will you use my information for anything else or provide it to other entities?

No. We collect your information for very limited purposes and will only use it for the purposes you have asked us for. We do not provide your information to other entities.

4. Can I ask you to remove my personal information and stop e-mailing me?

Yes. If you created a Northern Water Online Account, you submitted basic personal information, such as name and contact information. To remove this account information, simply log in to your Northern Water Online Account and click **My Account** at the top of any Northern Water Web page. The Northern Water Online Account page will display. Click the **Northern Water News & Publications** section. Un-check any of the e-mail alerts that you do not want to receive. Please note that this will not completely remove all of your personal information from every single one of our databases and back-up systems. At this point, it is not possible to ensure that every instance of personal information is deleted, but if this option becomes available we will update our policies to allow for complete removal.

5. How much personal information will you ask for on my job application?

As a political subdivision of the State of Colorado, we are required to ask you for a significant amount of information on our job applications. In addition to your general contact information, we will ask for your employment history, education history, and whether you are 18 years old or older. We will not ask for your social security number, your specific age, your race, creed, etc., or for any affirmative action information. If you have any questions about the job you wish to apply for or the application form, please call our Human Resources Department at 970-532-7700 or go to Northern Water's [Jobs](#) page.

6. How long will you keep my job application?

Based on our *Records Retention Policy*, we will keep your job application, whether you were hired or not, for 2 years after we receive your application or after our Human Resources Department takes action on your application, whichever date is later.

7. Do I have to register on your website for all Northern Water meetings?

No. Most of our meetings, including the Board of Directors meetings, do not require registration. Only select events and meetings require registration. If registration is required, this will be indicated on the meeting or event's description on the calendar on our website. For these select events or meetings, we ask that meeting attendees register for a variety of reasons. First, we want to ensure that the meeting facility designated for the meeting is large enough to seat all attendees. Second, we also want to ensure that we have enough copies of any handouts available for all attendees. Third, having a list of all individuals in the building at any given time is a public safety measure that will allow us to account for all persons in the event of an emergency.

8. What information might be released to the public if I provide it to you?

It is safest to assume that any and all information you provide to us is subject to disclosure to the public under the Colorado Open Records Act. There are a few limited exceptions to full disclosure, but we cannot guarantee that any personal information you provide on our website will be protected under one of the exceptions. There are two relevant exceptions. One exception provides that Northern Water may withhold the e-mail address of individuals or organizations who have provided their e-mail address for the purpose of receiving future electronic news and alerts from Northern Water. The other exception protects the names, addresses, telephone numbers, and personal financial information of the water users who register to use Northern Water's online water accounting system. If you provide your personal information for any other purpose, and potentially for these purposes as well, your personal information may be disclosed to someone making an open records request.

9. Can my user name, password, and security questions and answers be released to the public?

Yes. Unless the laws of Colorado change, your user name, password, and security questions and answers are all subject to disclosure under an open records request. For your security, please do not use the same user name and password or security questions for any two websites.

10. Why is some information able to be kept private? What can happen to the other information that is not protected against public disclosure?

Some personal information is kept private because Colorado law allows Northern Water to protect it from public availability under the Colorado Open Records Act. However, the public policy of the State of Colorado is that all public records are available for inspection by any person at reasonable times. As a political subdivision of Colorado, Northern Water is bound by this policy and the laws of the state.

11. If I do not want to give you my personal information, what other options do I have?

If you do not want to provide your personal information on the website, you do have other options. Except with regard to the water accounting system, you may call us at 800-369-7246 during regular business hours and the receptionist will connect you with the staff member who can help address your request. In some cases you will be required to come to the Northern Water offices to fulfill your request.

12. Will you start contacting me for other reasons?

No. We will only contact you via e-mail if you have asked to receive future information from us via e-mail alerts.