

City Privacy Policy

City of Berryville, Texas

Privacy Policy

Effective Date: 6/1/2026

Purpose

The City of Berryville ("City") is committed to protecting the privacy of residents, visitors, businesses, and others who interact with City services. This Privacy Policy explains how information is collected, used, maintained, and disclosed through the City's website, online services, utility systems, permit applications, public records requests, and other municipal operations.

This policy is intended to comply with applicable federal and Texas laws, including the Texas Public Information Act.

Information We Collect

Information You Voluntarily Provide

The City may collect personal information when you:

- Apply for permits or licenses
- Establish utility services
- Submit service requests
- Register for City programs or events
- Apply for employment
- Submit public information requests
- Contact City officials or departments

Information collected may include:

- Name
- Address
- Telephone number
- Email address

- Utility account information
- Payment information
- Driver's license information (when required by law)
- Employment-related information
- Other information necessary to provide City services

Automatically Collected Information

When you visit the City's website, the following information may be collected automatically:

- Internet Protocol (IP) address
- Browser type and version
- Operating system
- Date and time of access
- Pages visited
- Referring website information

This information is used primarily for website administration, security, and performance monitoring.

Use of Information

The City uses collected information to:

- Deliver municipal services
- Process permits, licenses, and utility accounts
- Process payments and fees
- Respond to inquiries and requests
- Administer City programs
- Improve website functionality
- Maintain public records
- Protect City systems and infrastructure

- Comply with legal obligations
-

Texas Public Information Act Notice

The City is subject to the Texas Public Information Act (Texas Government Code Chapter 552).

Information submitted to or maintained by the City may constitute a public record and may be subject to disclosure upon request unless the information is confidential or excepted from disclosure under state or federal law.

Examples of information that may be protected from disclosure include:

- Certain personal identifying information
- Social Security numbers
- Driver's license numbers
- Financial account numbers
- Medical information
- Information made confidential by statute, court order, or other law

The City will review public information requests in accordance with applicable law and may seek a ruling from the Texas Attorney General when required.

Email Communications

Email communications sent to City officials or employees may be considered public records and may be subject to disclosure under the Texas Public Information Act unless an exception applies.

Individuals should avoid transmitting confidential or sensitive information through unsecured email whenever possible.

Payment Information

The City may utilize third-party payment processors for utility payments, permits, court fines, and other transactions.

Payment card information is processed through secure systems and is not retained by the City except as necessary for lawful governmental purposes.

Users should review the privacy policies of applicable payment service providers.

Cookies and Website Analytics

The City's website may use cookies and analytics technologies to:

- Improve website performance
- Analyze usage patterns
- Enhance user experience
- Monitor website security

Users may manage cookie settings through their web browser preferences.

Security of Information

The City employs reasonable administrative, technical, and physical safeguards designed to protect information from unauthorized access, alteration, disclosure, or destruction.

Despite these measures, no internet transmission or electronic storage method can be guaranteed completely secure.

Third-Party Services and Websites

The City's website may contain links to external websites operated by governmental agencies, service providers, or other organizations.

The City is not responsible for the privacy practices or content of third-party websites.

Children's Privacy

The City does not knowingly collect personal information from children under the age of 13 except when necessary to administer authorized City programs or services and as permitted by law.

Records Retention

The City maintains records in accordance with applicable Texas records retention laws and schedules established by the Texas State Library and Archives Commission and other applicable legal requirements.

Records are retained, archived, or destroyed in accordance with approved retention schedules.

Your Rights

Individuals may:

- Request access to public records as provided by law
- Request correction of information when authorized by law
- Inquire about the City's information practices
- Submit concerns regarding privacy and data handling

Certain records may be exempt from disclosure or correction under applicable law.

Contact Information

Questions regarding this Privacy Policy or requests for public information should be directed to:

Public Information Officer

City of Berryville

23170 CR 4117

Frankston, TX 75763

(903) 876-3763

Info@berryvilletx.org

Changes to This Policy

The City reserves the right to amend this Privacy Policy at any time. Updates will be posted on the City's website and will become effective upon posting unless otherwise stated.