



## Privacy Policy

Pikes Peak Regional Building Department is an intergovernmental agency created pursuant to Article XIV, Section 18 of the Colorado Constitution and C.R.S. § 29-1-201, *et. seq.*, as amended, with its principal place of business located at 2880 International Circle, Colorado Springs, Colorado 80910. Pikes Peak Regional Building Department operates under both ordinance and resolution, and pursuant to intergovernmental agreements, the last one dated October 12, 2004. Pikes Peak Regional Building Department is responsible under said agreement for the administration and enforcement of all building and construction codes, which include codes that govern enumerations, floodplain, building (commercial and residential), plumbing, mechanical and electrical work adopted by its member entities.

Pikes Peak Regional Building Department (Department) is committed to protecting the personally identifiable information (PII) collected, stored, transferred, or used by the Department.

In accordance with §24-72-502, Colorado Revised Statutes (C.R.S.), as amended, the Department supports the protection of individual privacy.

If a third party sends the Department an electronic mail message with a question or comment that contains personally identifying information or fills out a form that e-mails the Department this information, the Department will only use the personally identifiable information to respond to the request and analyze trends. The Department may redirect the message to another government agency or person who is in a better position to answer the question(s) asked or the information sought.

The Department collects some information that is used for analysis and statistical purposes that helps the Department manage its website and improve its services. The Department automatically collects electronically generated information about third parties' visit to the Department's website, such as the date, type of browser used, and technical Internet protocol data. The Department collects this information about each user session from the user logs and refers to it for statistical purposes. For the Department's Network Protection and Information Security Policy, go to: <https://www.pprbd.org/Information/Privacy>.

When a third party uses the Department's interactive forms and functions, the information collected by the Department may include name(s), address(es), telephone number(s), and other personal and business data.

When personally identifiable information is required to complete a particular transaction, the Department shall minimize, to the extent reasonable, the collection of personally identifiable

information. The Department may disclose in aggregate form its statistical analyses or demographics of users to third parties. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless the Department is legally required to do so in connection with law enforcement investigations or other legal proceedings.

As a governmental enterprise, the Department is governed by open records laws. Should the Department receive a request for public records, disclosure(s) shall be in accordance with the requirements of the Colorado Open Records Act, including, but not limited to, 42 U.S.C. § 405(c)(2)(C)(viii)(I); 18 U.S.C. § 2721, *et seq.*; 5 U.S.C. § 552, *et seq.*; C.R.S. § 6-1-101, *et seq.*; and C.R.S. § 24-72-200.1, *et seq.* Electronic mail addresses and telephone numbers shall be redacted in accordance with statutory requirements since such can be used to commit identity theft and are otherwise protected by law.

Should any third party wish to contact the Department for feedback on compliance with the privacy policy, it can do so via the Department's website.

This policy extends to the collection of all personally identifiable information, regardless of the source or medium.

**Authority of Public Information Officer:** The Public Information Officer (PIO) of the Department is authorized to order removal of material from the Department website and media, including, but not limited to social media, that is non-compliant with Department policies.

**Changes to this Privacy Policy:** The Department reserves the right, at its discretion, to change the terms of the Privacy Policy and the Department's Network Protection and Information Security Policy at any time. User(s) can see when this policy was last updated by reviewing the "Last Updated" legend at the bottom of this page. The Department may provide you with notice of material changes to the Privacy Policy as appropriate under the circumstances. **UNLESS OTHERWISE INDICATED, ANY CHANGES TO THE PRIVACY POLICY WILL APPLY IMMEDIATELY UPON POSTING.**

**Disclaimer:** Neither the Department nor any employee of the Department warrants the accuracy, reliability, or timeliness of any information published by the Department website or social media and neither endorses any content, viewpoints, products, or services linked from this system. Neither the Department nor any employee of the Department shall be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or obsolete. Any person who or entity that relies on any information obtained from the Department website or social media does so at his, her, or its own risk.

**How to Contact Us:** Should you have any questions, comments, or concerns about the Department's Privacy Policy, please call Pikes Peak Regional Building Department at (719) 799-2700, send us an email at [legaldepartment@pprbd.org](mailto:legaldepartment@pprbd.org), or write to Pikes Peak Regional Building Department, Legal Department at 2880 International Circle, Colorado Springs, Colorado 80910, or to Pikes Peak Regional Building Department, Information Technology, at 2880 International Circle, Colorado Springs, Colorado 80910.

This policy is effective immediately as of March 1, 2019.

**Last Updated:**