

## **PRIVACY POLICY**

Thank you for visiting the CounterBalanceVT.com and reviewing our privacy policy. The information we receive depends on what you do when you visit our site. The essence of our privacy policy is simple and clear: we will collect no personal information about you when you visit our website unless you voluntarily choose to provide that information to us, for example, by entering information in a voluntary online form or sending us an email.

### **Overview**

Here is how we handle information about your visit to our website:

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. Your web browser software transmits most of this information to us. This information does not identify you personally.

We automatically collect and store only the following information about your visit:

- The numeric IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access the CounterBalanceVT.com website. Our software can then map these IP addresses into Internet domain names, for example, “xcompany.com” if you use a private Internet access account, or “yourschool.edu” if you connect from a university’s domain.
- The type of browser and operating system used to access CounterBalanceVT.com website.
- The date and time you access CounterBalanceVT.com.
- The pages you visit, including graphics loaded from each page and other documents you download, such as PDF (Portable Document Format) files and word processing documents.
- If you linked to CounterBalanceVT.com from another website, the address of that website. Your Web browser software transmits this information to us.

We use this information to help us make our site more useful to visitors — to learn about the number of visitors to our site and the types of technology our visitors use. We do not track or record information about individuals and their visits.

### **Cookies**

A cookie is a small text file that a website can place on your computer’s hard drive in order, for example, to collect information about your activities on the site or to make it possible for you to use an online shopping cart to keep track of items you wish to purchase. The cookie transmits this information back to the website’s computer which, generally speaking, is the only computer that can read it. Most consumers do not know that cookies are being placed on their computers when they visit websites. If you want to know when this happens, or to prevent it from happening, you can set your browser to warn you when a website attempts to place a cookie on your computer.

We discourage the use of web cookies on our Portals. Temporary cookies, however, may be used when necessary to complete a transaction or enhance the user experience of using the site.

## **Email and Online Forms**

If you choose to identify yourself by sending us an email or by using our online forms – as when you request free quit tools; send an email to site administrator or someone else; or by filling out some other form with your personal information and submitting it to us through our website — we use that information to respond to your message and to help us get you the information you have requested. We treat emails the same way we treat letters sent to CounterBalanceVT.com.

CounterBalanceVT.com does not collect information for commercial marketing. We will not sell or rent your personally identifiable information to anyone.

## **Personal Information**

In addition to email, CounterBalanceVT.com may ask for your personal information in order to process requests and orders available through CounterBalanceVT.com.

Examples include:

- Request for free quit tools.

All of these activities are purely voluntary. You will always have the option of whether to perform the request and provide this information.

## **Links to Other Sites**

The CounterBalanceVT.com website contains links to other state agencies and other public or federal resources. In a few cases, we link to private organizations with their permission. Once you link to another site, you are subject to the privacy policy of the new site.

## **Security**

We take very seriously the integrity of the information and systems that we maintain. As such, we have instituted security measures for all information systems under our control so that information will not be lost, misused or altered.

For site security purposes and to ensure that our Internet services remain available to all users, we employ software programs to monitor traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. In the event of authorized law enforcement investigations and pursuant to any required legal process, information from these sources may be used to help identify an individual.

## **Kids' Page Safety and Privacy**

CounterBalanceVT.com is not directed to children under 18, and does not knowingly collect personal information from children. For more information about children's privacy generally, please see the Federal Trade Commission's [Children's Online Privacy Protection Act](#) Web page.

We hope parents and teachers are involved in children's Internet explorations. It is particularly important for parents to guide their children when children are asked to provide personal information online.

CounterBalanceVT.com does not provide or sell products or services for purchase by children. Most importantly, in the event children do provide information through the CounterBalanceVT.com website, it is only used to enable us to respond to the writer, and not to create profiles of children.

### **Changes to this Privacy Policy**

We may revise this policy from time to time. If we make any substantial changes we will notify you by posting a prominent announcement on our pages. This is a statement of policy and should not be interpreted as a contract of any kind.

### **More Information About Safe Surfing**

[The Federal Trade Commission](#) offers important information about safe surfing.

### **Contact Us**

Vermont Department of Health  
108 Cherry Street, Suite 203  
Burlington, VT 05401  
Phone: 802-863-7330