

## PRIVACY POLICY:

**YOU HAVE THE OPTION TO KEEP YOUR PERSONAL INFORMATION CONTAINED IN OUR UTILITY RECORDS CONFIDENTIAL. IT WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS UNDER THIS POLICY. THIS INCLUDES YOUR ADDRESS, TELEPHONE NUMBER, DRIVERS LICENSE AND SOCIAL SECURITY NUMBERS.**

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| <b>WE MUST STILL PROVIDE INFORMATION TO CERTAIN PERSONS</b> |
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| By Law we are still required to provide this information to (1) an official or employee of the state or a political subdivision of the state, or the federal government acting in an official capacity; (2) a consumer reporting agency; (3) state, county or local law enforcement; (4) a person, agency or company that the customer has contractually waived confidentiality for personal information. |
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| Requests to obtain information must be made using the City's approved form and be presented to the City Manager's office for review and authorization before information will be released. |
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| Limited information may be given to any person(s) acting in an official capacity of the City of Bastrop. |
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\_\_\_\_\_ **YES, I would like my personal information kept confidential.**

\_\_\_\_\_ **NO, I am not interested in this option.**

\_\_\_\_\_

Customers Name

\_\_\_\_\_

Date

\_\_\_\_\_

Address

\_\_\_\_\_

Area Code/ Telephone Number

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Customer's Signature

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| FOR OFFICE USE ONLY |
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| NOTATION MADE TO CUSTOMERS ACCOUNT: YES <input type="checkbox"/> NO <input type="checkbox"/> |
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| RECEIVED BY: _____ DATE: _____ |
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