

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: PUBLIC AFFAIRS DEPARTMENT**

**SUBJECT: HYPERLINKS TO AND FROM THE PALM BEACH COUNTY  
WEBSITE**

**PPM# CW-R-011**

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**ISSUE DATE**  
**October 18, 2023**

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**EFFECTIVE DATE**  
**October 18, 2023**

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**PURPOSE:**

To provide general guidelines and policy direction for the use of hyperlinks to Palm Beach County's website, to and from commercial websites and other websites outside of the Palm Beach County Local Area Network.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Public Affairs.

**BACKGROUND:**

In order to provide website users with information about Palm Beach County government, Palm Beach County's website may contain hyperlinks to other websites that are not owned, regularly reviewed or controlled by Palm Beach County. The provision of these links should not be construed as an endorsement or sponsorship of these external websites, their content or their hosts. Palm Beach County specifically disavows legal responsibility for what a user may find on another site, or for the personal opinions of individuals posted on any site, whether or not operated by Palm Beach County. The views and opinions of the authors of documents published on or hyperlinked to the Palm Beach County website do not necessarily state or reflect the opinion, policy or position of Palm Beach County.

The Palm Beach County Board of County Commissioners and Palm Beach County departments and agencies are not responsible for the content, quality, accuracy or completeness of any off-site materials referenced or hyperlinked through the Palm Beach County website. By using the Palm Beach County website, the user acknowledges and accepts that the Palm Beach County Board of County Commissioners and Palm Beach County departments and agencies are not responsible for any materials stored on other websites, nor are they liable for any inaccurate, defamatory, offensive or illegal materials found on other websites, and that the risk of injury or damage from

viewing, hearing, downloading or storing such materials rests entirely with the user.


When users hyperlink to another website, they are subject to the privacy policy of the new site. There is no reasonable expectation of privacy in the use of Palm Beach County's website or the public computer system on which it is hosted. All Palm Beach County computer systems are subject to monitoring at all times to assure proper functioning of the systems, to provide security for the computer system's operation and the information contained therein, to prevent unauthorized use, and to deter and investigate violations of law. Certain email may constitute a public record and be subject to disclosure under state law.

**POLICY:**

Hyperlinks to and from Palm Beach County's official website are limited to non-profit and government websites that provide information relevant to the functions and services provided by Palm Beach County. Hyperlinks to and from any other websites are prohibited. It is permissible for one County Department or Division to link to another County Department or Division. Palm Beach County's website does not provide hyperlinks to external sites that are strictly commercial, political or religious in nature.

**Notice to all Palm Beach County Departments, Agencies and Employees**

Communication made through email or any other computer messaging system shall in no way be deemed to constitute legal notice to Palm Beach County or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action.

  
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**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. CW-R-011, effective 12/1/2001
2. CW-R-011, effective 02/23/2010
3. CW-R-011, effective 11/15/2021