



Frostburg State University

Web Site, E-mail, and Data Storage Privacy Policy

1.0 PURPOSE

This policy ensures the protection of all personal information collected via web sites, e-mail, and data storage. Users will be provided information that allows them to make informed choices about the collection and use of their personal information in accordance with applicable laws and regulations.

2.0 SCOPE

This policy speaks generally to the information collected by or submitted to official FSU web sites (see 2.1 below). The University also requires all units and programs contributing to its official web pages to post, as necessary, more specific privacy notices pertaining to the collection and use of any personal information associated exclusively with those pages.

2.1 Site Definitions

Official University Web Sites. Except as noted, this privacy notice applies to all official FSU web sites, which are defined as the web pages of University colleges, departments, divisions, or other units and programs.

Unofficial University Web Sites. Within the FSU domain (signified by the address <http://www.frostburg.edu> or within the Internet protocol addresses assigned to the University), site visitors may find web sites over which the university has no editorial responsibility or control. Such sites are considered unofficial and include, but are not limited to, the web pages of individual faculty members, staff members, students, and student organizations and other entities not formally a part of the University.

2.2 Consent

Use of the FSU web site constitutes consent to any policy then in effect.

3.0 POLICY

Maryland law mandates that such State agencies as FSU shall not create personal records unless the need for the information is clearly established and that personal records shall be relevant to the purposes for which they are collected, be accurate and current, and not be obtained by fraudulent means.

The following information is provided as assistance in better protecting site visitors' privacy. However, it shall not be construed as a legal contractual promise, and the University reserves the right to amend it at any time without notice.

3.1 Information Automatically Gathered From Site Visitors

Like virtually all other web servers, FSU's web servers automatically create access log files containing information about visitors to their sites. These files allow FSU to make the site more useful to visitors. The access logs do *not* record a visitor's name, address, phone number, credit card number, or any other personal identifying information. Rather, these log files may contain some or all of the following information:

- Date of the visit
- Time and length of the visit
- Path taken through the web site
- Internet address of the web site linked directly to the FSU web site
- Browser and operating system being used
- List of files downloaded or viewed
- Amount of time spent listening to audio files
- Internet Protocol (IP) Address of the computer accessing the FSU web site
- Any errors encountered

3.2 Use of Automatically Gathered Information

Frostburg State University may keep client information from our systems indefinitely after the web page is transmitted.

As a general rule, FSU does not track individual visitor profiles, but does analyze aggregate traffic/access information for resource management and site planning purposes.

FSU reserves the right to use log details to investigate resource management or security concerns. In case of attempts to breach computer security, IP addresses and computer names in access logs may be analyzed to identify individual users. Also, these logs may be further analyzed or forwarded, together with any other relevant information in our possession, to law enforcement agencies.

3.3 Use of Cookies

FSU currently does not save "cookie" text files in the browser files of visitors' computers. However, FSU reserves the right to use "cookies" and will reveal that policy if they are used.

3.4 Information Visitors Give FSU

FSU collects personally-identifying information from FSU web sites only if site visitors choose to provide that information by submitting an online form or e-mail. Visitors under the age of 18 must obtain permission from their parents or guardians before sending any personally-identifying information to FSU.

FSU may ask for certain personal information when site visitors use a particular feature or service, such as admission applications, registration for contests, signing up for events, requesting information, contributing material that may be used on the web site, or submitting an FSU form.

This information may be used to verify a site visitor's identity, provide access to a specified service, manage a contest, gather editorial comments and feedback, request additional information, and fulfill requests. In some cases, it may become a public record.

If site visitors send e-mail, the University uses the information to respond to the inquiry, just as with written correspondence. E-mail correspondence to the University may therefore become a public record which could be disclosed to other parties upon their request, in accordance with Maryland's public records law.

3.5 Data Security

Frostburg State University is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. FSU strives to put in place appropriate physical, electronic, and managerial safeguards to secure the information collected online. However, site visitors supply personal data at their own risk.

3.6 Other Entities Collecting Personal Information

The Frostburg State University web site contains links to other sites which may request personal information. In such instances, the privacy policy applicable to that site will govern the collection and use of personal information. FSU is in no way responsible for the collection and distribution of personal information that is collected on these sites.

3.7 Contacting FSU

Should site visitors have questions or concerns about these privacy policies, they should contact the Office of Administrative Computing or send an e-mail to webmaster@frostburg.edu. If site visitors wish to review or change information gathered by an official University web site, contact the appropriate office, department, or program web page manager.

3.8 Policy Changes

FSU reserves the right to change this policy. All changes to this policy will also be posted on the FSU web site.

4.0 RESPONSIBILITIES

4.1 Executive-Level Responsibilities

The Administration and Finance division will ensure that the FSU Webmaster and web publishers implement policy.

4.2 Webmaster Responsibilities

The FSU Webmaster is responsible for monitoring official FSU web pages and sites to see that they adhere to privacy standards. The Webmaster will be familiar with relevant state and federal policies and standards and will communicate this information to University web page managers as appropriate.

4.3 Office, Department and Program Web Page Managers Responsibilities

Office, department, and program web pages are managed by appointed web page managers in their unit. Web page managers are responsible for ensuring that all requests for information provided on their unit's web pages include the necessary privacy notification to allow the visitor to make informed choices about the collection and use of personal information.

More specifically, whenever a unit's web page requests personal information from the site visitor, that page (or a linked page) will advise the visitor regarding the purposes of information gathering, the consequences to the visitor for refusing to provide the personal information, the visitor's right to inspect and correct personal records, and the information's availability to the public or other entities.

5.0 REFERENCES

Annotated Code of Maryland, State Government Article, Section 10-624, Section 10-633:
http://mlis.state.md.us/cgi-win/wb_statutes.exe

World Wide Web Consortium (W3C), "Platform for Privacy Preference Guiding Principles": <http://www.w3.org/P3P>

Internal