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# **Governors State University**

# Privacy, Legal Notices, And Security Notification

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## **Privacy And Security Notification**

This World Wide Web site is provided as a public service by GovState.

Rule on Sharing of Information GovState uses the University website for business purposes and is committed to ensuring the privacy of personal information. Use of the University website is subject to all applicable state and federal laws, as well as general University and campus policies. It is the University's usual practice not to share any personal information with those outside the University. However, when circumstances arise for the need to share information gathered from its University web servers, the University may share as:

- authorized by law,
- required by the Illinois Board of Higher Education (IBHE) for reporting purposes;
- permitted under University and campus policies,
- authorized by an approved GovState contract,
- clearly stated on a University website that such information will be shared and the user indicates consent by providing the information,
- consent is otherwise given,
- certain student and employee demographic information with the Governors State University Alumni Association, the Governors State University Foundation, applicant students' community colleges and other educational institutions with questions about students who have been admitted or earned a degree from the University, or authorized for good cause by the President or Provost/Vice President for Academic Affairs of Governors State University.

"Personal information" is information that is readily identifiable as belonging to a specific individual. Personal information includes personal identifiers such as an individual's name, address, phone number, social security number, etc. A domain name, date and time of access, and Internet Protocol address are examples of information that is

not considered personal information. GovState will not collect personal information about you when you visit its site, unless you choose to provide such information. Personal information you choose to provide will be used by GovState only for official business. For example, if you send an e-mail message, complete a web form, or an application that contains personal information, we may retain your e-mail address and other information that you provide for official business purposes. Release of personal information you choose to provide will be governed by Federal Educational Rights and Privacy Act

(FERPA) and any other applicable law.

If GovState retains any personal information in a computerized database, appropriate security controls will be instituted to protect the information.

If you believe that personal information provided by you to GovState contains inaccuracies or needs to be updated, please contact the appropriate office at GovState and provide updated information.

Governors State University is committed to complying fully with the Children's Online Privacy Protection Act. Accordingly, if a user of the University web is under the age of thirteen, such user is not authorized to provide GovState with personally identifying information, and the University will not use any such information in its database or other data collection activities. The University appreciates cooperation with this federally mandated requirement. Users under the age of thirteen and their parents or guardians are cautioned that the collection of personal information volunteered by unauthorized children online or by e-mail will be treated the same as information given by an adult until the University becomes aware that the user is under the age of thirteen and that such information may be subject to public access.

The servers and software used by GovState's Information Technology Services (ITS), which hosts our web site, have the capability to create and analyze web site access logs. The web site access logs do not contain personal information and we make no effort to personally identify users with log data.

Governors State University may use software to monitor traffic and to identify unauthorized attempts to upload or change information, to cause harm, or otherwise to damage this site. Unauthorized attempts to upload information or change information on this server are strictly prohibited. Unauthorized use, tampering with or modification of this system - including supporting hardware or software - may subject the violator to criminal and/or civil penalties. In the event of unauthorized intrusion, all relevant information regarding possible violation of law may be provided to law enforcement officials.

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Cookies and Login Security Cookies are small pieces of data stored by a web browser on a user's computer. Cookies are often used to retain information about preferences and pages a user has visited. For example, when a user visits some sites on the web, one might see a "Welcome Back" message. The first time one visited the site a cookie was probably stored on the user's computer; when the user returns, the cookie is read again. One can refuse to accept cookies, one can disable cookies, and one can remove cookies from one's hard drive.

University web servers sometimes use cookies with web sites that require Governors State University community members, such as students, staff and faculty, to log in with their University provided user id and password. University community members are normally required to enter their respective user id and password when a member requests data about himself/herself or to ensure that the person is a member of the University community. These cookies are used so one will not have to repeatedly enter user names and passwords when one goes to different parts of the University web site.

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- 1. the use of permanent cookies adds value to the user otherwise not available;
- 2. there is a comprehensive online statement at the particular University web site where such permanent cookies or other invasive monitoring and tracking programs are utilized that discloses:
  - o all types of information collected at that site;
  - o the University's use of that information; and
  - o how the collection and use of this information adds value to the user.

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In the course of using this web site, a user may choose to provide information to help GovState improve services or conduct research. At any time there are numerous online surveys being conducted on University web sites. Person(s) responsible for conducting online surveys that collect personally identifiable information should clearly state at the survey site the extent to which any information provided will be shared. Aggregate data from surveys may be shared with external third parties in ways that do not compromise privacy. All official surveys must have been approved or found to be exempt by the Institutional Research Board for Human Subjects Research (IRB) prior to posting.

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We welcome questions about this site. Please address them to webmaster@govst.edu.

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