

## Oneonta.edu's Commitment to Privacy

At the State University of New York College at Oneonta (SUNY Oneonta), we are committed to protecting your privacy and making it easier and more efficient for individuals and businesses to interact with SUNY Oneonta. We recognize that it is critical for individuals and businesses to be confident that their privacy is protected when they visit oneonta.edu. You can travel through most of oneonta.edu without giving us any information about yourself. Sometimes we do need information to provide services that you request, and this commitment of privacy explains our online information practices.

SUNY Oneonta does not collect any *personal information* about you unless you provide that information voluntarily by sending an e-mail, completing the SUNY Oneonta Information Request Form, or completing the online application.

This policy is consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law.

### Information Collected Automatically When You Visit oneonta.edu

When visiting oneonta.edu, SUNY Oneonta automatically collects and stores the following information about your visit:

- The Internet Protocol address of the computer that accessed our Web site
- The type of browser, its version and the operating system on which that browser is running
- The Web page from which the *user* accessed the current Web page
- The date and time of the *user's* request
- The pages that were visited and the amount of time spent at each page

None of the above-mentioned information is deemed to constitute *personal information* by the **Internet Security and Privacy Act**. The information that is collected automatically is used to improve oneonta.edu's content and to help SUNY Oneonta understand how *users* are interacting with its Web site. This information is collected for statistical analysis and to determine what information is of most and least interest to our *users*. The information is not collected for commercial marketing purposes and SUNY Oneonta is not authorized to sell or otherwise disclose the information collected from oneonta.edu for commercial marketing purposes.

### Information Collected When You E-mail oneonta.edu or Complete a Transaction

During your visit to oneonta.edu you may send an e-mail to the SUNY Oneonta. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this Web site, or to forward your message to another SUNY Oneonta campus for appropriate action. Your e-mail address is not collected for commercial purposes and SUNY Oneonta is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to oneonta.edu you may complete a transaction such as an online application or the SUNY Oneonta Information Request Form. The information collected by SUNY Oneonta, including *personal information* volunteered by you in completing the transaction, is used by SUNY Oneonta and may be disclosed by SUNY Oneonta for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

SUNY Oneonta does not knowingly collect *personal information* from children under the age of 13 or create profiles of children under the age of 13. *Users* are cautioned, however, that the collection of *personal information* submitted in an e-mail will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.

#### **Disclosure of Information Collected Through This Web site**

The collection of information through oneonta.edu and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. SUNY Oneonta will only collect *personal information* through oneonta.edu or disclose *personal information* collected through oneonta.edu if the *user* has consented to the collection or disclosure of such *personal information*. The voluntary disclosure of *personal information* to SUNY Oneonta by the *user*, constitutes consent to the collection and disclosure of the information by SUNY Oneonta for the purposes for which the *user* disclosed the information to SUNY Oneonta.

However, SUNY Oneonta may collect or disclose *personal information* without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of SUNY Oneonta, or necessary for SUNY Oneonta to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the *user*; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including *personal information*, collected through oneonta.edu is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

SUNY Oneonta may disclose *personal information* to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to SUNY Oneonta's information technology assets.

#### **Retention of Information Collected Through this Web site**

The information collected through oneonta.edu is retained by SUNY Oneonta in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. Information on the requirements of the Arts & Cultural Affairs Law may be found at [http://home.att.net/~allanmcnyc/art\\_laws.html](http://home.att.net/~allanmcnyc/art_laws.html). Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

#### **Access to and Correction of *Personal Information* Collected Through this site**

Any *user* may submit a request to SUNY Oneonta's privacy compliance officer to determine whether *personal information* pertaining to that *user* has been collected through oneonta.edu.

Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the *user*. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the *user*, or similar appropriate identification. The address of the privacy compliance officer is:

Carol A. Blazina  
Privacy Compliance Officer  
301 Netzer Administration Building  
State University of New York College at Oneonta  
Ravine Parkway  
Oneonta, NY 13820  
(607) 436-2748

The privacy compliance officer shall, within five (5) business days of the receipt of a proper request, provide access to the *personal information*; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that SUNY Oneonta has collected *personal information* pertaining to a *user* through oneonta.edu and that information is to be provided to the *user* pursuant to the *user's* request, the privacy compliance officer shall inform the *user* of his or her right to request that the *personal information* be amended or corrected under the procedures set forth in **section 95 of the Public Officers Law**.

#### **Confidentiality and Integrity of Personal Information Collected Through oneonta.edu**

SUNY Oneonta is strongly committed to protecting *personal information* collected through oneonta.edu against unauthorized access, use or disclosure. Consequently, SUNY Oneonta limits employee access to *personal information* collected through oneonta.edu to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of *personal information*.

In addition, SUNY Oneonta has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of oneonta.edu as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For Web site security purposes and to maintain the availability of oneonta.edu for all *users*, SUNY Oneonta employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage oneonta.edu.

#### **Cookies**

Cookies are small pieces of information that are stored by the *user's* browser on the hard drive of your computer. Oneonta.edu does not use cookies.

**Disclaimer**

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through oneonta.edu.

**Contact Information**

For questions regarding this Internet privacy policy, please contact our privacy officer via e-mail at [blazinca@oneonta.edu](mailto:blazinca@oneonta.edu) or by regular mail at:

Carol A. Blazina  
Privacy Compliance Officer  
301 Netzer Administration Building  
State University of New York College at Oneonta  
Ravine Parkway  
Oneonta, NY 13820  
(607) 436-2748

**Definitions**

The following definitions apply to, and appear in *italics*, in this policy:

*Personal information*: For purposes of this policy, “*personal information*” means any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

*User*: shall have the meaning set forth in subdivision 8 of section 202 of the State Technology Law

***Approved by the President’s Cabinet May 14, 2002***