

## APPENDIX B

### Privacy Statement

#### Commitment to Individual Privacy

Wright State University is committed to protecting the privacy and accuracy of confidential information submitted by employees, students, and visitors to our Website. We do not actively share personal information gathered. However, because Wright State University is a public institution, some information collected from the Wright State University Website may be subject to the Ohio Public (Open) Records Act. Thus, in some cases we may be compelled by law to release information gathered from our Web servers. This may include server log information, e-mail messages sent to an individual identified on the Website, and information collected from Web-based forms.

#### Ohio Public (Open) Records Act (O.R.C. 149.43)

It is the policy of Wright State University to strictly adhere to the state's Public Records Act. All records of Wright State University, regardless of the format or medium of the records, are public unless they are specifically exempt from disclosure under the Ohio Revised Code. A copy of the policy is available at:

<http://www.wright.edu/wrightway/2502.html>

#### Family Educational Rights and Privacy Act (20 U.S.C. §1232g)

Wright State University also complies with the Family Educational Rights and Privacy Act (FERPA), which generally prohibits the release of students' education records without consent. FERPA only applies to currently enrolled students. For more information on FERPA please refer to the General Policies and Procedures of the Wright State University Student Handbook. A copy of the policy is available at:

<http://www.wright.edu/wrightway/4010.html>

#### Information Collection

It is Wright State University's policy to collect the least amount of personally identifiable information required to fulfill its required duties and responsibilities, to complete a particular transaction or as required by law. This policy applies to the collection of all personally identifiable information, regardless of the source or medium.

For site administration functions, information, other than personal information linked to a particular individual, is collected for analysis and statistical purposes of Website navigation. This information is used to help diagnose problems, assess what information is of most interest, determine technical design specifications, and identify system performance and/or problem areas, and other administration functions.

You may choose whether or not to provide personal information to Wright State University via the Internet. If you choose not to provide the personal information we request, you can still visit most of Wright State University's Websites, but you may be unable to access certain options, offers, and services that involve our interaction with you.

## **Security**

Wherever your personal information may be held within Wright State University or on its behalf, we intend to take reasonable steps to protect the information that you share with us from unauthorized access or disclosure.

## **Browser Cookies**

Some of our Web pages utilize "cookies." A "cookie" is a small text file that may be used, for example, to collect information about Website activity. Some cookies may serve to recall personal information previously indicated by a Web user. Cookies created by Wright State University Web pages cannot be read by a third party. Most browsers allow you to control cookies, including whether or not to accept them and how to remove them. You may set most browsers to notify you if you receive a cookie, or you may choose to block cookies with your browser.

## **Tracking Technologies**

Tracking technologies may record information such as Internet domain and host names; Internet protocol (IP) addresses; browser software and operating system types; click stream patterns; and dates and times that our site is accessed. Our use of tracking technologies allows us to analyze trends and statistics to improve our Website and your Web experience. Data used from tracking technologies is not linked to Web users' personal information.

## **Third Party Services**

On Wright State University's behalf, third parties may provide certain services available on Wright State University Websites. Wright State University may provide information, including personal information, collected on the Web to third-party service providers to help us deliver programs, products, information and services. Service providers are also an important means by which Wright State University maintains its Website and mailing lists. We will take reasonable steps to ensure that these third-party service providers are obligated to protect personal information on our behalf.

## **Disclaimer**

The information provided in this privacy statement should NOT be construed as giving business, legal, or other advice, or as warranting the security of information provided through this Website. Wright State University reserves the right to modify this Privacy Statement at any point in the future.