

# Privacy, Nondiscrimination & Disclaimer Statement

## Privacy

The University values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us and we believe you have the right to know how information submitted through our university Web site is handled. As explanation of the University's online information policy and practices and to assist you in better protecting your privacy, we provide the following privacy notice.

Privacy Notice: The following information explains the Internet privacy policy and practices the University has adopted for its official Web sites. However, in legal terms, it shall not be construed as a contractual promise, and the University reserves the right to amend it at any time without notice.

**Privacy and public records obligations of the University are governed by applicable Oklahoma statutes and by any applicable U.S. federal laws.**

Site Definitions: University Web space includes hundreds of pages with varying levels of university involvement and commitment as outlined below.

Official University Web Sites: Except as noted, the information in this privacy notice applies to all official University Web sites, which are defined as - the Web pages of University colleges, schools, departments, divisions or other units and any other sites specifically designated as official by a vice president, dean, department head or director. Official pages are generally recognizable by a standard university logo, contact information and reference to this privacy statement. In addition, official university web sites reside on university -owned servers.

Unofficial Web Sites: Within the University domain - signified by the address "...uco.edu..." or within the range of Internet protocol addresses assigned to the University - you 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 or students and the Web pages of entities not formally a part of the University. While the University encourages compliance with this Web Privacy Statement at such sites, in order to better understand the policies and practices under which they operate, please consult the privacy statements of individual sites or seek information directly from the persons responsible for those sites.

The Information We Collect: The Web Privacy Statement speaks generally to the information collected by or submitted to official University Web sites (see the definition above). Still the amount and type of

information collected may vary somewhat from site to site. Therefore, in addition to this general explanation of policy and practice, the University encourages colleges, schools, departments, divisions and other units contributing to its official Web presence to post, as necessary, more specific privacy notices pertaining to the collection and use of any personal information associated exclusively with those pages. Thus it is wise for you to read page-specific notices to ensure you understand the privacy policies and practices applicable to a particular site. When you access official University Web pages, certain client information and essential and nonessential technical information (collectively referred to as access information) listed below is automatically collected. No other information is collected through our official Web sites except when you deliberately send it to us (for example, by clicking a link to send us an e-mail). Examples of the information you might choose to send us are listed below as "optional information."

Access Information (automatically collected): Client information: the Internet domain and Internet address of the computer you are using. Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access. Nonessential technical information: the Internet address of the Web site from which you linked directly to our Web site, and the "cookie information" used to direct and tailor information based on your entry path to the site.

Optional information (deliberately sent): When you send us an e-mail: your name, e-mail address, and the content of your e-mail. When you complete online forms: all the data you choose to fill in or confirm. This may include credit or debit card information if you are ordering a product or making a payment, as well as information about other people if you are providing it for delivery purposes, etc.

The Way We Use Information: As a general rule, the University does not track individual visitor profiles. We do, however, analyze aggregate traffic/access information for resource management and site planning purposes. The University reserves the right to use log detail to enhance the web presence and to investigate resource management or security concerns.

Access Information: Client information is used to route the requested Web page to your computer for viewing. In theory, the requested Web page and the routing information could be discerned by other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. We may keep client information from our systems indefinitely after the Web page is transmitted, but we do not cross-reference it to the individuals who browse our Web site. However, on rare occasions when a "hacker" attempts to breach computer security, logs of access information are retained to permit a security investigation. In such cases the logs may be further analyzed or forwarded together with any other relevant information in our possession to law enforcement agencies. Under the Freedom of Information Act, records in our possession at the time of a Freedom of Information Request might be subject to inspection by or disclosure to members of the public. As indicated above, client information may be retained during and/or after transmission of the requested Web page and might be

available for inspection. Essential and nonessential technical information lets us respond to your request in an appropriate format [or in a personalized manner] and helps us plan Web site improvements. To expedite this process, some official University Web sites use "cookies." Usually a cookie enables the University Web site to tailor what you see according to the way you entered the site (i.e., if you entered by pushing a button identifying yourself as a student, your subsequent views of information might be tailored for student audiences). We also use non-identifying and aggregate information to better design our Web site. For example, we may determine that X number of individuals visited a certain area on our Web site, or that Y number of men and Z number of women filled out a particular registration form. But we do not disclose information that could identify those specific individuals.

Optional Information: Optional information enables us to provide services or information tailored more specifically to your needs, to forward your message or inquiry to another entity that is better able to do so, and to plan Web site improvements. We use the information you provide about yourself or about someone else when placing a request for service to complete that order or request. This information is not shared with outside parties, except to the extent necessary to complete that order or request. We generally use return e-mail addresses only to answer the e-mail we receive. Such addresses are generally not used for any other purpose and, by University and state policy, are not shared with outside parties. Finally, we strive to use or share the personally identifiable information provided to us online specifically for the purpose described. If we use this information in a manner different than the purpose for which it was collected, then we will ask for your consent prior to such use.

Providing Information is Your Choice: There is no legal requirement for you to provide any information at our Web site. However, our Web site will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our Web site but may prevent certain features from working. For any optional information that is requested at the Web site, failure to provide the requested information will mean that the particular feature or service associated with that part of the Web page may not be available to you.

Our Commitment To Data Security: The University is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect online. These security practices are consistent with the policies of the University and with the laws and regulatory practices of the State of Oklahoma.

The University may share personal information with entities outside of UCO if we have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) detect,

prevent, or otherwise address fraud, security or technical issues, or (c) protect against imminent harm to the rights, property or safety of the University, its users or the public as required or permitted by law.

How To Contact Us: Should you have other questions or concerns about these privacy policies and practices, please call us at (405) 974-2000 or send us an e-mail at [webmaster@uco.edu](mailto:webmaster@uco.edu). If you wish to review or change information gathered about you via an official University web site but you do not know how, the University webmaster will assist in locating the persons responsible for that site so that you may make your request directly to them.

Notwithstanding the above, use of the World Wide Web and systems such as the University's should only be accomplished with the knowledge that these are not private, secure, encrypted systems and therefore the expectation for privacy must be extremely reduced to no expectation. The above represents the University's good faith effort to provide a reasonable system that will provide needed services to fulfill the University's educational mission.

### Nondiscrimination

The University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity as a fundamental value among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

The University expects all of its students and employees to join together to ensure a climate of diversity where everyone values individual and group differences, respects the perspectives of others and communicates openly to attain the best education.

### Disclaimer

The University server machines and the information maintained and referenced on them are provided "as is" and makes no warranties of any kind, whether expressed or implied, for the services provided. The University disclaims all liability of any kind arising out of your use of, or misuse of, these server machines and the information contained and referenced within them. The University disclaims all express warranties included in any materials, and further disclaims all implied warranties, including warranties of merchantability, fitness for a particular purpose, and non-infringement of proprietary rights. The University shall not be liable for any damages you suffer through the use of University technology facilities and services, including, but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The University denies any responsibilities for information obtained through its facilities and services.

The University is not responsible for the content, accuracy, or timeliness of information contained on these server machines. Issues of content, accuracy and timeliness should be directed to the providers of those information pages. The University cannot protect individuals against the existence or receipt of material that may offend them. Users are warned that they may unwillingly come across, or be recipients of, material that they find offensive. The University will not guarantee the privacy or integrity of user's files, including e-mail, but will use its best efforts to protect the integrity of individual user accounts and files from access and use by unauthorized persons. The University does not routinely review user's files including e-mail, however, in cases of system failure and subsequent repair or where there is reason to believe there has been unauthorized use or misuse of technology resources, Office of Information Technology personnel, Department of Public Safety personnel and administrative personnel of the University shall have the authority and right to review and audit individual user files, including email. Individual user files may also be reviewed, audited or searched when subject to court order, subpoena or other process of law. The University prohibits the acquisition, storage, or distribution of obscene material and shall take immediate action to remove from computer and computer systems all obscene material. Further, the University shall take all reasonable action to block access to obscene materials. All information within the machines and software systems of the University belong to the University until such other ownership may be proved. Individual users of the system shall have no expectation of privacy for using the University system and none is granted by the University due to its connection to the World Wide Web. Additionally, the University system is a business system with the main mission of supporting the University as an institution of higher education for the State of Oklahoma and is thus a publicly owned and operated system.

### Revision History

*Created: April 2005*

*Updated: August 2007*

*Updated: January 2009*