

Siena Heights University

University Website Privacy & Security Policy

Siena Heights University is committed to ensuring the privacy and accuracy of your confidential information. We do not actively share personal information gathered from our Web servers. However, some information collected from our Web site, including the summary server log information, e-mails sent to the Web site, and information collected from Web-based forms, may be subject to the review to meet Federal and State reporting requirements. This means that while we do not actively share information, in some cases we may be compelled by law to release information gathered from our Web servers.

As part of our commitment to maintain the privacy of general public who utilize our Web sites, Siena Heights University has developed this privacy statement. The statement has two purposes:

- To educate the general public about privacy issues
- To inform the general public about specific privacy policies and guidelines employed at Siena Heights University

Siena Heights University Web consists of several Web servers. Some servers hosted by the university may adopt more restrictive privacy statements as their specific needs require. If another Siena Heights University Web server has a privacy statement that is different from this statement, that policy must be approved by the Web Oversight Committee and then must be posted on that Web site. However, those sites cannot adopt a privacy statement that in any way supersedes federal or state regulations.

University Web sites contain links to hundreds of external Web sites. The university is not responsible for the privacy practices or the content of external Web sites we link to (See Linking Policy Below).

Siena Heights University complies with the Family Educational Rights and Privacy Act ([FERPA](#)), which prohibits the release of most education records without student permission. Siena Heights University also complies with state and federal regulations protecting personal health information of patients, employees and general Web site visitors.

Information We Gather

Our Web servers generate logs that contain the following information:

- Internet address of computer being used
- Web pages requested
- Referring Web page
- Browser used
- Date and Time
- Unique person identifier

The data is used in aggregate by system administrators and Web content coordinators to tune the Web site for its efficiency and is not ordinarily associated with specific individuals. Summary reports produced from the logs help Web publishers determine what Web browsers and pages are most popular.

Cookies

Cookies are small pieces of data stored by the Web browser. Cookies are often used to remember information about preferences and pages you have visited. For example, when you visit some sites on the Web you might see a "Welcome Back" message. The first time you visited the site a cookie was probably set on your computer; when you return, the cookie is read again. You can refuse to accept cookies, can disable cookies, and remove cookies from your hard drive. Siena Heights University Web servers may use cookies in the centralized authentication system. These cookies are used so you will not have to repeatedly enter user names and passwords when you go to different parts of the Web site. You are normally required to authenticate against the LDAP when you request data about yourself or to ensure that you are a member of the

university community. This login process normally uses Secure Sockets Layer (SSL) so the user name and password are encrypted between the Web browser and our Web server. Some Web servers within Siena Heights University may also use cookies to retain user preference information. It is against university policy to share this information with external third parties.

Security and Accuracy of Confidential Information

The university does its best to ensure that the personal information we have about you is accurate. Although no computer system is 100% secure, Siena Heights University has deployed security measures to protect against the loss, misuse, or alteration of the information under our control.

E-commerce

Some sites within Siena Heights University may enable you to pay for products or services online with a credit card. Unless otherwise noted, these transactions are encrypted. It is university policy that confidential information you enter in the transaction is used only for the purposes described in that transaction, unless an additional use is specifically stated on that site. Personal web sites may not sell products or services online with the option to pay online.

Sharing of Information

Siena Heights University does, upon explicit request of users, share information with other parties and gather information from other private data providers. For example, the university receives test scores from testing agencies and will send transcripts to other schools. This is done only at the request of users (persons to whom the information applies). Unless specifically required under public information requests or compelled under other legal processes, it is against university policy to release confidential information gathered through the Web, such as pages visited, or personalized preferences.

Consistent with FERPA, we do not release personal student information, other than public directory information, to other parties unless we receive explicit written authorization to do so. Enrolled students can restrict release of their directory information by contacting the Office of the Registrar.

Public Forums

Siena Heights University may make some public chat rooms, forums, message boards, and news groups available to its users. The university does not ordinarily log data transactions during usage of these systems, however, any information that is disclosed in these areas becomes public information and you should therefore exercise caution when deciding to disclose your confidential information in such places.

Academic chat sessions and discussion forums, such as those using student course management software, may be logged. At the same time, these educational records may be protected from disclosure by FERPA or other statutes.

Online Surveys

At any time there are numerous online surveys being conducted on the university's Web site. It is university policy that confidential information gathered in these online surveys is used only for the research purposes indicated in the survey. Unless otherwise noted on the specified survey, your answers are confidential and individual responses will not be shared with other parties unless required by federal or state law. Aggregate data from surveys may be shared with external third parties.

Open Records Requests

All information collected from the Siena Heights University Web site, including the summary server log information, e-mails sent to the Web site, and information collected from Web-based forms, may be subject to Michigan statutes governing the confidentiality and release of information.

FERPA gives students the right to be informed about the information that Siena Heights University collects about them, the right to request a copy of that information and to have the university correct any information that is wrong.

All requests for public information should be forwarded to the university's Web master (webmaster@sienaheights.edu).

Disclaimer

This Web site provides links to other Web sites, both public and private, for informational purposes. Siena Heights University makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability for any purpose of the information provided via this Web site. Siena Heights University specifically disclaims any and all liability and responsibility for any claims or damage that may arise as a result of Siena Heights University providing the Web site or the information it contains, or that may arise in any way with respect to any Web sites maintained by third parties and linked to the Siena Heights University site. Siena Heights University makes no effort to independently verify, and does not exert editorial control over, information on pages outside these domains: www.sienaheights.edu, www.shusaints.com. Siena Heights University advises site visitors to read the privacy policies of any third-party sites accessed through this site.

Siena Heights University does not endorse any of the products, vendors, consultants, or documentation referenced in this Web site. Any mention of vendors, products, or services is for informational purposes only.

Removing Or Editing Your Personal Information

If you would like to modify or delete your personal information from Siena Heights databases, contact the Siena Heights Marketing Department at (51) 264-7141 or email them at marketing@sienaheights.edu. You may also email or call them to opt out of any future communications from Siena Heights University.