



ABOR Privacy Notice

The Arizona Board of Regents (ABOR) provides online information to members of the public, the media, state agencies, university and other educational staff and students. This privacy statement provides information about privacy, confidentiality and related policies for individuals who use our website. Individual web pages may provide additional information about privacy.

The ABOR website contains links to external websites. ABOR is not responsible for the privacy practices or policies of those sites not housed on ABOR servers.

Information collected by ABOR

In addition to information actively provided by individuals using the ABOR website, the site server may record the following information each time the sites are used:

- Internet address of the computer being used
- Web pages requested
- Network software access
- Referring web page
- Browser used
- Date, time and duration of activity
- Volume of data storage and transfers
- Server space used for e-mail.

ABOR uses this information to monitor and preserve the functioning and integrity of the system.

In cases of suspected violations of ABOR policies, especially unauthorized access to computing systems, the system administrator concerned may authorize detailed session logging. This may involve capturing and retaining a complete keystroke log of an entire session. In addition, a system administrator for the equipment involved may authorize limited searching of user files on individual or networked computers to gather evidence on a suspected violation.

Cookies are short pieces of information used by web browsers to remember information provided by the user, such as passwords and preferences from past visits. Additional information on cookies is available at the Cookie Central web site <http://www.cookiecentral.com/> and in this publication from the Department of Energy Computer Incident Advisory Center: <http://ciac.llnl.gov/ciac/bulletins/i-034.shtml>.

Alternatives to Website Transactions

The ABOR website provides access to information as a public service. If you prefer not to provide any information online, you may call or write to the Board at:

Arizona Board of Regents
2020 N. Central, Suite 230
Phoenix, AZ 85004
(602) 229-2543 / Fax (602) 229-2555

Disclosure of Information

ABOR does not sell or distribute confidential information it collects online to individuals or entities not affiliated with ABOR, except in the very limited circumstances described below. Non-confidential information may be distributed pursuant to Arizona Public Records law.

ABOR and university policies protect the confidentiality of student educational records and employee personnel information. These policies explain what information may be shared with the public or anyone who requests it. They also explain what information is protected as confidential; confidential information will not be disclosed without the consent of the student or employee, except under subpoena or court order or in case of an emergency.

Chat rooms, forums, message boards, and news groups. ABOR does not routinely retain logs or copies of chat rooms, forums, message boards or news groups available to its users. Information disclosed in these areas is public, however.

Contractors. From time to time, individuals or companies under contract with ABOR may have access to confidential information in the course of the service they provide, but those entities are not permitted to use or re-disclose that information for unauthorized purposes. No other entities are authorized to collect information through ABOR's site.

Employee records. Employee records are protected by ABOR policy 6-912.

Public records law. Under the Arizona Public Records Law, ABOR may be required to provide information to a third party. Confidential information protected by the federal Family Education Rights and Privacy Act (FERPA) or by other laws or Board and university policy will not be disclosed in response to a public records request. Additional information about Arizona public records law is available in an Arizona State University (ASU) Office of General Counsel briefing paper: <http://www.asu.edu/counsel/brief/pubrecs.html>.

Student records. Student records are protected by FERPA, Arizona law, and ABOR and university policies.

Security

Although every effort is made to secure network communications, ABOR cannot ensure the privacy of online communications. Individuals using online services should also take steps to protect personal information, such as closing the web browser when finished using the site. Failure to do so may result in personal information being viewed by someone else using the same computer.

ABOR-owned computers and equipment may be examined by authorized individuals to detect illegal software and to evaluate the security of the network.

If you have additional questions about online privacy or security, please e-mail the **Webmaster** or phone (602) 229-2517.