

Sam Houston State University
A Member of The Texas State University System
Information Technology Services (IT@Sam)

Web Privacy and Site Link Statement: IT-S02

Web Privacy Policy

Sam Houston State University has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website: www.shsu.edu. Web addresses with the ~ (tilde) following the website are maintained by university individuals and departments and are not covered by this privacy statement. This site contains links to other sites. Sam Houston State University (www.shsu.edu) is not responsible for the privacy practices or the content of such Web sites.

Personal Information we collect and process:

We may use your IP address to help diagnose problems with our server, and to administer our Web site. Our site uses forms for students, faculty, staff, and visitors to request information, products, and services. We collect contact information (like email addresses) and unique identifiers (like social security number) for university business such as university registration and/or sending catalogues to potential students.

We use cookies to collect information for collective analytics only. Individual information is not harvested. (Note: A cookie file contains unique information a web site can use to track such things as passwords, lists of pages you've visited, and the date when you last looked at a specific page or to identify your session at a particular web site.)

If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that e-mails us this information, we will only use the personally-identifiable information to respond to your request and analyze trends. We may redirect your message to another government agency or person who is in a better position to answer your question.

Non-personally identifiable information we collect and process

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.

Public Forums

This site makes chat rooms, forums, message boards, and/or news groups available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when

deciding to disclose your personal information.

Marketing

Personal Information you submit through our Sites, such as your name, address and other contact information, may be collected by the University for internal marketing and development purposes as well as to respond to your inquiry, complete a transaction for you, or fulfill other forms of customer service. You can choose not to receive marketing from us by “unsubscribe” using the instructions in any marketing email you receive from us.

Document Retention

Your personal information is kept for as long as it is needed to fulfill the particular purpose for which it was collected.

EEA Data Subject Privacy Rights

If you are an individual located in the EEA only, you have the following rights with regard to your Personal data, upon written request:

- Whether information has been collected about that individual
- To receive and review such information
- To correct inaccurate information
- The Right to be Forgotten
- Right to restrict processing of your Personal Information
- Right to notice related to correction, deletion, and limitation on processing
- Right to data portability
- Right to object to processing of your personal information for legitimate business interest
- Right not to be subject to decisions based solely on automated processing
- Right to withdraw consent
- Right to complain to a supervisory authority

If you wish to contact us with the exercise of your rights listed above, please email us at helpdesk@shsu.edu. Find out more about the GDPR at the following address: https://ec.europa.eu/info/law/law-topic/data-protection_en

For Additional Information

Additional information regarding privacy and security policies is provided in the Privacy and Security Policy Guidelines at <http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=32>.

The U.S. Federal Trade Commission also provides information for educating consumers and businesses about the importance of personal information privacy at

<http://www.ftc.gov/privacy/>.

Contacting the Web Site

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact Division of Information Technology Sam Houston State University
Box 2449 Huntsville, TX 77341 helpdesk@shsu.edu

Web Linking

Sam Houston State University complies with the State Web Site Link and Privacy Policy at <http://dir.texas.gov/View-Resources/Pages/Content.aspx?id=32>. SHSU encourages organizations that link to this Web site to comply with the provisions of the State Web Site Link and Privacy Policy, especially regarding protection of the privacy rights of individuals, and to make reasonable efforts to provide accessible sites.

Related Policies, References and Attachments:

An index of approved OITS policies, review dates, reference materials, legal compliance guidelines, policy enforcement and general definitions are available in the IT-00 Policy Compliance Document. The collection of Sam Houston State University Information Technology policies and procedures are available online through the SHSU Policy link from the SHSU.edu homepage.

This Policy Statement combines Web Privacy Policy FO-IR-10 and Web Site Link policy FO-IR-11.

Updated: 5/24/2018