

Privacy Policy for the Siena College Website

COLLEGE POLICY

Policy Title:	Privacy Policy for the Siena College Website
Type or category of Policy:	This is a COLLEGE Policy
Approval Authority:	This policy and any major changes will be approved by the Vice President for Academic Affairs (VPAA)
Responsible Executive:	The Chief Information Officer is the Responsible Executive for this policy.
Responsible Office:	Responsible Office: Information Technology Services (ITS)
Owner Contact:	Questions or Concerns should be addressed to: Marlowe Cochran, Information Security Officer mcochran@siena.edu 782-6633
Reviewed By:	Information Security Committee (ISC)
Reviewed Date:	1/22/14
Last Revised and Effective Date of Revision:	1/22/14

Brief Overview of the Policy

Siena College's website collects a few items when you visit the website. This will allow us to ensure the utmost performance and experience while on the website.

Reason for Policy

The purpose of this policy is to inform users of the Siena College website of the information that may be collected and how it is managed and used by the Information Technology Services (ITS) department.

Scope of the Policy

The scope of this policy includes all users that visit the Siena College website for information pertaining to Siena College and their services.

The Official Policy

Here at Siena College your privacy is a top priority. Siena College welcomes you and appreciates you visiting the website. When visiting the website there are a few items we collect when you visit.

Information Collected

Some information that is automatically collected when visiting our website may be the following:

- user client hostname: the hostname or Internet Protocol address of the user requesting access to a college website
- HTTP header, "user agent": the type of browser, its version, and the operating system on which the browser is running
- HTTP header, "referrer": specifies the webpage from which the user accessed the current webpage
- system date: date and time of the user's request
- full request: exact request the user made
- status: status code the server returned to the user
- content length: content length, in bytes, of the document sent to the user
- method: request method used
- Universal Resource Identifier (URI): location of a resource on the server
- Query string of the URI: anything after the question mark in a URI
- protocol: transport protocol and the version used
- processing time: time, in milliseconds, it took for the server to process the request
- host header: hostname of the requested file, e.g., www.esc.edu

Cookies

Cookies: name of any cookie used.

Third Party Sites

In order to provide you with services you may be redirected to a third party website so you may submit information for services or e-commerce transactions. The website may require you to enter in your personal information such as name, address, date of birth, or even credit card information if making purchases. Siena College only enters into agreements with companies that abide and adhere to the Payment Card Industry Data Security Standards (PCI DSS) as well as Siena College policy and procedures when handling personally identifiable information (PII). These websites have separate privacy and security policies; it is always a good practice to review the privacy policy of any website you visit.

Collected Information

Any information that is collected through our website is kept private and only ITS and authorized personnel has access.

Policy Changes

This policy is subject to change.

Adopted: Date the policy was first approved.

Reviewed: Date the policy was last reviewed.

Revised: Date(s) of revisions made to the policy.