Ball State University Web Site Privacy Policy

Ball State University respects your privacy and information security, and has established policies to protect your confidential information. Plus, confidential information that you entrust to Ball State will be protected from inappropriate use and will not be shared or published unless you provide your consent or where such disclosure or publication is required by law.

1. **Ball State Web Sites Covered by This Policy:** This policy applies to all Ball State University Web sites. Ball State Web sites contain "bsu.edu" in the address, such as "www.bsu.edu/biology" or "webapps2.bsu.edu." This includes Web sites of academic and administrative units of the university. In addition, Ball State Web sites of individual students, faculty, and staff should not request confidential information from visitors. Examples of confidential information are Social Security numbers, Ball State identification numbers, credit card numbers, passwords, and birthdates.

   Do not enter confidential information on a Ball State Web site unless the site uses encryption. One way to know whether a site uses encryption is if the Web address starts with **https** instead of http (i.e. https://webapps.bsu.edu). Plus your browser may display a locked padlock icon in the lower left-hand corner (for more information about this, see item #7 below).

2. **Types of Information Collected by Ball State Web Sites:** Ball State does not automatically collect personally identifiable information about our Web site visitors. Web server usage logs may include the Internet protocol (IP) address of the computer used to access Ball State as well as other non-personal information including the type of Web browser used, the operating systems used, and the Web sites from which our visitors are referred to our site. We aggregate and use this information to determine general activity levels on our Web site as well as to identify broken links and related problems, and also to help organize the content on our Web site to make the most popular content easy to find.

   Most pages on the Ball State Web site do not collect names, telephone numbers, usernames, passwords, or other such information, however where this type of personal information is collected, the Web page where it is requested will identify the purposes for which the information will be used. For example, personal information is required if you are filling out an online admissions form, paying tuition and fees, registering for class, or purchasing event tickets. In no event shall an individual

under the age of thirteen (13) be asked to provide personal information on any Ball State Web site. (See item #9 for additional information.)

3. **Links to Other Sites:** While visiting the Ball State Web site, you may encounter links to Web pages and sites which are not owned or controlled by Ball State. Such Web sites do not contain a "bsu.edu" address, such as "www.bsu.edu" or "web.bsu.edu." Be aware that these remote sites are not under the control of Ball State and no warranty or claim concerning these services is implied or should be assumed. Remote sites may have different policies regarding privacy (or no policies at all) and hence you should avoid entering personal information into such remote sites unless you have an independent and reasonable belief these sites can and should be trusted. If you have any doubts about entering your personal information, do not do so and instead contact Ball State using the information provided below.

4. **Web "Cookies":** The Ball State Web site uses cookies to help your browser keep track of your Web browsing session, and also to help Ball State understands Web browsing and usage patterns. If you have configured your Web browser to reject all cookies, please be advised this may cause certain sections of the Web site to fail or function in unpredictable ways.

5. **Directory Information Such as E-Mail and Mailing Addresses:**

   Web Site Visitors and Alumni
   Certain sections of the Ball State Web site may ask for your e-mail address for the purpose of sending you follow-up information. It is also possible to "opt in" to certain mailing lists for specific interests. In certain cases, Ball State contracts with third-party vendors to execute or provide a variety of business transactions, and in such cases we will disclose your e-mail address for the limited purpose of facilitating your request to receive additional information from Ball State. Third-party vendors must agree not to use information shared by Ball State for their own use beyond what they have contracted with Ball State to do, or to share or sell this information to other parties without permission. In no event shall an individual under the age of thirteen (13) provide personal information on any Ball State Web site. (See item #9 for additional information.)

   Ball State will not publish on its Web site directory information such as addresses, e-mail addresses, and phone numbers of its alumni or donors without their permission. The university discourages publishing e-mail addresses of alumni or others on Web pages that are not protected from automated bots sent out by spammers to collect Web addresses.

   Students and Employees
   Ball State will not knowingly publish on its Web site confidential information of its students, employees, alumni, or other constituents. In particular, the release of student information is governed by the [Family Educational Rights and Privacy Act](#) (also known as FERPA or the Buckley Amendment). FERPA is applicable to all students

who are age 18 or older.

Under FERPA guidelines, Ball State can release directory information, such as names, addresses, e-mail addresses, and phone numbers, except if a student has indicated they do not want pieces of their directory information released. Non-directory pieces of information are not to be released unless we have the students' written permission or it falls in a prescribed section of signature exceptions. Non-directory pieces of information include Social Security or Ball State identification numbers, race/ethnicity, gender, citizenship, and grade point average. Students have the right to restrict any and all pieces of directory information.

6. **How We Receive Personal Information:** Ball State receives contact information from a variety of sources including completed interest cards, direct mailings, and third party mailings as well as third-parties which may have received contact information from you.

7. **Communicating Via Email and Web Page:** Web pages which solicit personal confidential information (such as your password or identification number) use encryption to protect your privacy. Before entering personal information which should be kept confidential, verify that the Web page is using encryption (https instead of http) and by viewing the "lock" which normally appears in the lower right hand corner of the bottom toolbar. A closed padlock icon indicates the page is encrypted, while an open padlock indicates that the page is not encrypted.

Your specific browser may indicate the presence of encrypted pages differently. Check your browser help for more information about encrypted Web pages and encryption. If the Web page you are visiting is not encrypted, do not enter any personal information or login using your password. Instead notify Ball State Computing Services Helpdesk by e-mail at helpdesk@bsu.edu or by calling 765-285-1517. Be sure to provide the Web address (the complete URL) of the site which asked for the information when calling or writing the Helpdesk.

8. **Your Online Password:** Ball State students, faculty, and staff are given online passwords that are unique to theirs accounts. In addition, students interested in attending Ball State are required to establish a password if applying online. Your password is designed to protect your account from unauthorized use. Ball State will not be responsible for any lost, stolen, or otherwise disclosed passwords. Your password should be guarded and not provided to anyone. Ball State employees will never ask for your password. If you have forgotten your password, you can request that it be reset.

9. **Children:** The Ball State Web site is not directed at children under the age of 13 and it is not Ball State's intent to collect personal information for children under the age 13. In the event a child under the age of 13 is interested in any Ball State event or program, a parent or guardian must contact the appropriate Ball State department for additional information. Absent a few limited exceptions, it is illegal under the

[Children's Online Privacy Protection Act](#) (COPPA) for Web sites to knowingly obtain personally identifiable information from a child under the age of 13 without parental consent. As such, children under the age of 13 are prohibited from submitting personally identifiable information to the Ball State Web site.

10. **Privacy Policy Changes:** Ball State may occasionally make changes to its privacy policy to reflect changes in legal and regulatory requirements, or as necessary as we upgrade or modify our technology, applications, and service offerings. We recommend you visit our site occasionally to review our privacy policies.

11. **Compelled Disclosure:** There may be times when Ball State is required by law to disclose the information that you have submitted on a Web site. You should be aware that while certain records maintained by the university are protected from disclosure by laws such as the [Family Educational Rights Privacy Act](#) (FERPA), the university is also required to disclose other records as required by state and federal regulations. Unless we are legally prohibited to do so, we will attempt to provide you with notice that a request for your information has been made to give you an opportunity to object to the disclosure. If you do not challenge the disclosure request, we may be legally required to turn over your information.

Questions?
If you have questions about the Ball State Web privacy policy or related practices, contact:

University Marketing and Communications
Ball State University
Muncie, IN 47306
E-mail: umc@bsu.edu
Phone: 765-285-1560

If you need to report an incident or have concerns about Ball State privacy or information security practices, contact:

University Computing Services Office of Information Security
Ball State University
Muncie, IN 47306-0015
E-mail: security@bsu.edu
Phone: 765-285-8111
Fax: 765-285-1797