

Collegiate Link Terms and Conditions Agreement

Effective: 2015-08-17

Applicability

This privacy notice applies only to the Collegiate Link (<https://beinvolved.indiana.edu/>) and explains our practices concerning the collection, use, and disclosure of visitor information. The Collegiate Link application and collected data is not stored or managed by Indiana University. Visitor information collected by Collegiate Link will be used only as outlined in this privacy notice.

Units at the university may collect and use visitor information in different ways. Therefore, visitors to university websites should review the privacy notices for the particular sites they visit. Collegiate Link is not responsible for the content of other websites or for the privacy practices of websites outside the scope of this notice.

Changes

Because Internet technologies continue to evolve rapidly, Collegiate Link may make appropriate changes to this notice in the future. Any such changes will be reviewed by Indiana University and will be consistent with our commitment to respecting visitor privacy, and will be clearly posted in a revised privacy notice.

Collection and Use

Passive/Automatic Collection

When you view pages on our site, the web server automatically collects certain technical information from your computer and about your connection including:

- your IP address
- user-specific information on which pages are visited
- the date and time of visit
- the duration of visit
- your browser type

Continued use of our website indicates consent to the collection, use, and disclosure of this information as described in this notice.

This technical information is not retained or utilized.

Active/Manual/Voluntary Collection

Other than automatically collected technical information about your visit (described above, or cookies, described below), we may ask you to provide information voluntarily, such as through forms or other manual input—in order to make products and services available to you, to maintain and manage our relationship with you, including providing associated services or to better understand and serve your needs. This information is generally retained as long as you continue to maintain a relationship with Collegiate Link or Indiana University. Your provision of this information is wholly voluntary. However, not providing the requested information (or subsequently asking that the data be removed or deleted) may affect our ability to deliver the products or service for which the information is needed. Providing the requested information indicates your consent to the collection, use, and disclosure of this information as described in this notice. Information we may actively collect could include:

- the email addresses of those who communicate with us via email
- the email addresses of those who make postings to our chat areas
- name
- information volunteered by the visitor, such as preferences, survey information and/or club and association registrations and activities
- You have the right to delete your account with Collegiate Link, should you not want to utilize the service any further. Upon deletion of your account, the data associated with the account with also be deleted.

Information Usage

This information is:

- used to customize the content of our site
- used by approved Indiana University organizations to inform membership and participation information.

Additional Information Related to Information Collection

Collegiate Link may utilize swipe technology in conjunction with your student ID card to record participation at certain events.

Information Sharing

We do not share any aggregate, non-personally identifiable information with any other entities or organizations other than Indiana University.

We do not share any personally identifiable information with other entities or organizations, except when legally required to do so, at the request of governmental authorities conducting an investigation, to verify or enforce compliance with the policies governing our website and applicable laws, or to protect against misuse or unauthorized use of our website.

Except as described above, we will not share any information with any party for any reason, except with University personnel. Except as provided in the Disclosure of Information section below, we do not attempt to use the technical information discussed in this section to identify individual visitors.

Cookies

A **cookie** is a small data file that is written to your hard drive that contains information about your visit to a web page. If you prefer not to receive cookies, you may configure your browser not to accept them at all, or to notify and require approval before accepting new cookies. Some web pages/sites may not function properly if the cookies are turned off, or you may have to provide the same information each time you visit those pages.

In order to customize the information and services offered to you, our site uses cookies to:

- customize web page content on visitors' browser type or other information that the visitor sends

Children

This site is not directed to children under 13 years of age, does not sell products or services intended for purchase by children, and does not knowingly collect or store any personal information, even in aggregate, about children under the age of 13. We encourage parents and teachers to be involved in children's Internet explorations. It is particularly important for parents to guide their children when they are asked to provide personal information online.

Use of Third Party Services

Collegiate Link is a third party website providing branded services for IU. Collegiate Link uses some third party software libraries and code, but those third party services do not have access to user data.

Updating Inaccurate Information

In some cases, we will grant visitors the ability to update or correct inaccuracies in the information that we maintain.

Visitors may correct inaccuracies in:

- contact information that we have on file
- communications that the visitor has directed to our site (e.g., emails, visitor inquiries)

Disclosure of Information

Other than sharing your information with appropriate university personnel and units to ensure the quality, functionality, and security of our website, or manage your relationship with us, we will not disclose personally identifiable information about your use of the site except under the following circumstances: With your prior written (including email) consent

- When we have given you clear notice that we will disclose information that you voluntarily provide
- With appropriate external parties, such as law enforcement agencies, in order to investigate and respond to suspected violations of law or university policy. Any such disclosures shall comply with all applicable laws and university policies.

Security

Due to the rapidly evolving nature of information technologies, no transmission of data over the Internet can be guaranteed to be completely secure. While we are committed to protecting the privacy of our visitors, we cannot guarantee the security of any information that you transmit to Collegiate Link's websites and you do so at your own risk. However, once we receive your information, we will use reasonable safeguards consistent with prevailing industry standards and commensurate with the sensitivity of the data being stored to maintain the security of that information on our systems.

In addition, we will comply with all applicable federal, state and local laws regarding the privacy and security of visitor information.

We have appropriate security measures in place in our physical facilities to protect against the loss, misuse, or alteration of information that we have collected from you at our site.

We will not be collecting any health or financial records.

Privacy Notice Changes

From time to time, we may use visitor information for new, unanticipated uses not previously disclosed in our privacy notice.

We will post the policy changes to our website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our website periodically.

Visitors may prevent their information from being used for purposes other than those for which it was originally collected by:

- sending us an email at the listed address
- calling us at the listed telephone number

Contact Information

If you have questions or concerns about this policy, please contact us.

IU Bloomington (Collegiate Link)
Indiana Memorial Union
Student Activities Tower, Suite 371
900 E. 7th Street
Bloomington, IN 47405
ATTN: Valerie Nettleton, Student Organizations Coordinator
vnettlet@indiana.edu
(812) 856-2861

If you feel as though this site's privacy practices differ from the information stated, you may contact us at the listed address or phone number.

If you are a student or employee of Indiana University and you feel that this site is not following its stated policy and communicating with the owner of this site does not resolve the matter, or if you have general questions or concerns about privacy or information technology policy at Indiana University, please contact the chief privacy officer through the University Information Policy Office, 812-855-UIPO, privacy@iu.edu.