

# **CIRP Surveys Privacy Statement**

## **University of California, Los Angeles Higher Education Research Institute**

### **Policy**

The University of California is committed to protecting the privacy and accuracy of your personally identifiable information to the extent possible, subject to provisions of state and federal law. Other than as required by laws that guarantee public access to certain types of information, or in response to subpoenas or other legal instruments that authorize disclosure, personally identifiable information is not disclosed without your consent.

### **Information Collection and Use**

Categories of personally identifiable information collected by the CIRP Web Portal include: name of person at your institution registering for the survey, mailing address, email address, and telephone number. The personally identifiable information requested by us is necessary to ensure communication of the survey registration process and for billing purposes. Fields marked with an "\*" are required to ensure proper billing and communication about survey deadlines. Article IX, Section 9 of the California Constitution grants authority to the University of California to maintain this information.

In order to keep you informed of such activities as campus programs, symposia and/or special events, we may use personal information collected from the CIRP Web Portal for the purpose of future communication back to online enrollees. Such email notification will be conducted in conformance with University of California and campus policies implementing anti-spam laws (<http://www.ucop.edu/irc/policy/antispam.pdf>).

Additionally, the CIRP Web Portal server collects, at least temporarily, the following information: Internet Protocol (IP) address of computer being used; Web pages requested; referring Web page; browser used; date and time. This information is collected to monitor your navigation of our Web pages. We may use browser-IP-address information and anonymous-browser history to report information about site accesses and for profiling purposes. This information is generally used to improve Web presentation and utilization. We also may use IP address information for troubleshooting purposes.

The CIRP Web Portal uses "cookies" in order to deliver Web content specific to individual's Web navigation interests. Cookies are only used within the session and personally identifiable information is not stored within cookies.

### **Disclosure of Collected Information**

The Higher Education Research Institute will not disclose or share, without your consent, personally identifiable information, except for certain explicit circumstances in which disclosure may be required by law. Your personally identifiable information will not be distributed or sold to third-party organizations.

**Updating Personal Information**

Questions regarding your options to review, modify or delete previously provided personal information should be directed to CIRP Survey Operations, 3005 Moore Hall, Box 951521, Los Angeles, CA, 90095-1521.

**Policy Changes**

This privacy policy has been created and approved by the Higher Education research Institute. Any revisions to this privacy policy will be posted at this URL. You may submit inquiries about this policy to CIRP Survey Operations, 3005 Moore Hall, Box 951521, Los Angeles, CA, 90095-1521.

**Links to Other Sites**

You may encounter links to other Web sites of organizations not directly affiliated with the University of California. Please be aware that the University of California is not responsible for the information practices of external organizations. We recommend you review the privacy statements of each external Web site that collects personal information.

**Date**

Revised 01/05/2016