

## Privacy Policy

### Details

The Center for Technology in Government (CTG) Web site is intended to provide comprehensive information about the projects, publications, and programs we produce in our efforts to improve government and public services through policy, management, and technology innovations. Our privacy policy, which is described here, was designed to protect our Web site visitors.

CTG collects personal information from visitors to our Web site ONLY when visitors provide it voluntarily. We automatically collect and store certain non-personal information about every visit to our site. All information is strictly for CTG's use and is not shared, rented, or sold to any other organization.

This policy is consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law.

### Information Collected Automatically When You Visit [ctg.albany.edu](http://ctg.albany.edu)

When visiting [ctg.albany.edu](http://ctg.albany.edu), the Web server automatically collects and stores the following information about your visit:

- The Internet Protocol address or host name of the computer that accessed the Web site
- The type of browser, its version and the operating system on which that browser is running
- The Web page from which the user accessed the current Web page
- The date and time of the user's request
- The exact request for information made by the user
- The status code returned to the user
- The content length of any document sent to the user
- The request method used
- The Universal Resource Identifier (URI) and any associated query string which defines the location of a resource on the server
- The transport protocol and the version used

None of the above-mentioned information is deemed to constitute personal information by the Internet Privacy and Security Act. The information that is collected automatically is used to improve [ctg.albany.edu](http://ctg.albany.edu)'s content and to help CTG understand how users are interacting with its Web site. This information is collected for statistical analysis and to determine what information is of most and least interest to our users. The information is not collected for commercial marketing purposes and CTG is not authorized to sell or otherwise disclose the information collected from [ctg.albany.edu](http://ctg.albany.edu) for commercial marketing purposes.

### Information Collected When You Volunteer (deliberately send) Information

When visitors send us e-mail, those voluntary messages often include personal information, as well as comments and questions about our site and our work. The information you provide helps us tailor our responses to your requests and improve our service. We strive to directly answer your questions, but if we cannot, we will direct you to other resources that may help you. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this Web site, or to forward your message to another campus office for appropriate action. Your e-mail address is not collected for commercial purposes and CTG is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

When you sign up for CTG Web News, our e-mail announcement service, we collect your first and last name and e-mail address in addition to the information automatically recorded (domain name, date and time of visit, Internet address that referred you to us).

The CTG does not knowingly collect personal information from children under the age of 13 or create profiles of children under the age of 13. Users are cautioned, however, that the collection of personal information submitted in an e-mail will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.

### Disclosure of Information Collected Through This Web site

The collection of information through [ctg.albany.edu](http://ctg.albany.edu) and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. CTG will only collect personal information through [ctg.albany.edu](http://ctg.albany.edu) or disclose personal information collected through [ctg.albany.edu](http://ctg.albany.edu) if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to CTG by the user, constitutes consent to the collection and disclosure of the information by CTG for the purposes for which the user disclosed the information to CTG as was reasonably ascertainable from the nature and terms of the disclosure.

However, CTG may collect or disclose personal information without consent if the collection or disclosure is: (1) necessary to perform the statutory duties of CTG, or necessary for CTG to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through [ctg.albany.edu](http://ctg.albany.edu) is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

CTG may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to CTG's information technology assets.

### Retention of Information Collected Through this Web site

The Internet services logs, comprising electronic files or automated logs created to monitor access and use of services provided through [ctg.albany.edu](http://ctg.albany.edu), are retained indefinitely.

### Access to and Correction of Personal Information Collected Through [ctg.albany.edu](http://ctg.albany.edu)

Any user may submit a request to the University's privacy compliance officer to determine whether personal information pertaining to that user has been collected through [ctg.albany.edu](http://ctg.albany.edu). Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address of the privacy compliance officer is:

Privacy Compliance Officer  
University  
State University of New York  
1400 Washington Avenue  
Albany, New York 12222

The privacy compliance officer shall, within five (5) business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that CTG has collected personal information pertaining to a user through [ctg.albany.edu](http://ctg.albany.edu) and that information is to be provided to the user pursuant to the user's request, the privacy compliance officer shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

### Confidentiality and Integrity of Personal Information Collected Through [ctg.albany.edu](http://ctg.albany.edu)

CTG is strongly committed to protecting personal information collected through [ctg.albany.edu](http://ctg.albany.edu) against unauthorized access, use or disclosure. Consequently, CTG limits employee access to personal information collected through [ctg.albany.edu](http://ctg.albany.edu) to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of personal information.

In addition, CTG has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of [ctg.albany.edu](http://ctg.albany.edu) as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

## About CTG

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For Web site security purposes and to maintain the availability of ctg.albany.edu for all users, CTG employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage ctg.albany.edu.

### Cookies

Cookies are simple text files stored on your computer and used by your web browser to provide a means of distinguishing among users of a web site. The use of cookies is a standard practice among Internet websites. To better serve you, the ctg.albany.edu web site may occasionally use "session cookies" to enhance or customize your visit to this web site. Session cookies, if permitted, are created automatically on the device you use to access the ctg.albany.edu website. A session cookie is erased when your browser is closed.

CTG does not use "persistent cookies" stored permanently on your computer's hard drive.

Most web browsers used to access websites allow you to refuse cookies or delete existing cookies. Refusing or deleting cookies may limit your ability to take advantage of some features of the ctg.albany.edu website.

### Disclaimer

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through ctg.albany.edu.

### Contact Information

Questions about CTG's Web Site Privacy Statement should be submitted through our Contact Form.

For questions regarding the University's Internet privacy policy, please contact the University privacy officer via e-mail at [privacy@albany.edu](mailto:privacy@albany.edu) or by regular mail at:

Privacy Compliance Officer  
University  
State University of New York  
1400 Washington Avenue  
Albany, New York 12222

### Definitions

The following definitions apply to, and appear in italics, in this policy:

**Personal information:** For purposes of this policy, "personal information" means any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

**User:** shall have the meaning set forth in subdivision 8 of section 202 of the State Technology Law.

### External Links

The CTG Web site has a great number of links to our government, corporate, and academic partners. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site.

[View the Summary Version of the Privacy Policy](#)