Policy

UNIVERSITY POLICY – IT-03.02-03/18

TO:	University of West Florida Community
FROM:	Dr. Martha D. Saunders, President
SUBJECT:	Web/Internet Privacy Statement
Responsible Office/Executive:	Division of Finance & Administration

I. Purpose:

Sets forth University practice concerning privacy of information posted on the University's internet facilities.

II. Authority:

A. The University of West Florida is a non-profit, state government institution of higher education. As a state entity in the state of Florida, the University of West Florida is subject to Florida Public Records Law as defined by Chapter 119, Florida Statutes. All users of UWF web sites need to be aware that Florida Public Records Law requires the University to disclose, to anyone who asks, any records that the University has made or received in the course of conducting state business, unless there is a specific legal basis for maintaining the privacy of the requested records.

B. With respect to the collection, use, and disclosure of personal information, it is not the intent of the University of West Florida to sell information. It is the University's intent to comply with applicable federal law, state law, and policies and regulations of the University and the Florida Board of Governors.

C. UWF web pages and web-accessible systems may automatically gather information to help the University improve the content of its web sites, manage the use of network resources, and enforce acceptable use policies. This information will normally be limited to the Internet domain of the user, IP address of the user, browser platform being used, date and time of access, and

web pages accessed. Specific systems may capture more extensive usage information. Users should refer to each web server's privacy statement for more specific information on the conditions governing that web site.

D. The functions of the University may at times involve the collection and dissemination of scientific, technical, economic, scholarly, and in some cases, personal information. Some personal information, such as students' educational records, is protected by the Family Educational Rights and Privacy Act (FERPA). Refer to University of West Florida Student Regulation 3.017, relating to Student Educational Records for more detail. In addition to all other types of records, FERPA applies to information collected via the Internet as well, and would include information gathered from web-based course registration.

If you have questions regarding UWF's Web/Internet Privacy Policy, please feel free to email us at its@uwf.edu or contact us by telephone at 850-474-2555.

Approved: Martha Saunders
Dr. Martha D. Saunders, President

Date: 3.2.18

History: IT-03.02-03/18 amends IT-03.01-02/12 with non-substantive revisions.