Privacy Policy

Introduction
Privacy Policies are mechanisms used to establish the limits and expectations for the users of Texas A&M University-Kingsville Information Resources. Users of system information resources should have no personal expectation of privacy with respect to the use of such information resources, including but not limited to email and/or any electronic files created, used, stored, sent or received on system devices. Information resources may be accessed as needed for purposes of information system administration and maintenance, resolution of technical problems, security monitoring, administrative review, compliance with court orders and System Internal Audit Department or state of Texas audits and compliance with Texas administrative codes and other TAMUK IT policies. External users should have the expectation of complete privacy, except in the case of suspected wrongdoing, with respect to Information Resources.

1. Purpose
The purpose of the Texas A&M University-Kingsville Information Services Privacy Policy is to clearly communicate the TAMUK Information Services Privacy expectations to Information Resources users.

2. Audience
The Texas A&M University-Kingsville Information Services Privacy Policy applies equally to all individuals who use any University Information Resource.

3. Privacy Policy
3.1. Electronic files created, sent, received, or stored on IR owned, leased, administered, or otherwise under the custody and control of Texas A&M University-Kingsville are not private and may be accessed by Texas A&M University-Kingsville CIS employees at any time without knowledge of the IR user or owner. This statement refers to the actual physical files and not to any intellectual property rights that may be granted to the creators by virtue of other TAMUK or TAMUS policies, rules, or procedures.
3.2. To manage systems and enforce security, Texas A&M University-Kingsville may log, review, and otherwise utilize any information stored on or passing through its IR systems in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Resource Standards. For these same purposes, Texas A&M University-Kingsville may also capture user activity such as telephone numbers dialed and web sites visited.
3.3. A wide variety of third parties have entrusted their information to Texas A&M University-Kingsville for business purposes, and all workers at Texas A&M University-Kingsville must do their best to safeguard the privacy and security of this information.
3.4. Users must report any weaknesses in Texas A&M University-Kingsville computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the appropriate management.
3.5. Users must not attempt to access any data or programs contained on Texas A&M University-Kingsville systems for which they do not have authorization or explicit consent.
3.6. Users who sign non-disclosure agreements (NDA) with non-university entities or agents must provide copies of the NDAs to the IRM and Provost.

4. Disciplinary Action
Violation of this policy may result in disciplinary action up to and including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Texas A&M University-Kingsville Information Resources access privileges, civil, and criminal prosecution.
Public Access Privacy Policy

Web site Privacy Statement on the Use of Information Gathered from the General Public

The following statement applies only to members of the general public and is intended to address concerns about the types of information gathered from the public, if any, and how that information is used.

I. Cookies

A “cookie” is a small file containing information that is placed on a user’s computer by a web server. Typically, these files are used to enhance the user’s experience of the site, to help users move between pages in a database, or to customize information for a user.

Any information that Texas A&M University-Kingsville webservers may store in cookies is used for internal purposes only. Cookie data is not used in any way that would disclose personally identifiable information to outside parties unless Texas A&M University-Kingsville is legally required to do so in connection with law enforcement investigations or other legal proceedings.

II. Logs and Network Monitoring

Texas A&M University-Kingsville maintains log files of all access to its site and also monitors network traffic for the purposes of site management. This information is used to help diagnose problems with the server and to carry out other administrative tasks. Log analysis tools are also used to create summary statistics to determine which information is of most interest to users, to identify system problem areas, or to help determine technical requirements.

Information such as the following is collected in these files:

- **Hostname**: the hostname and/or IP address of the computer requesting access to the site
- **User-Agent**: the type of browser, its version, and the operating system of the computer requesting access (e.g., Netscape 4 for Windows, IE 4 for Macintosh, etc.)
- **Referrer**: the web page the user came from
- **System date**: the date and time on the server at the time of access
- **Full request**: the exact request the user made
- **Status**: the status code the server returned, e.g., fulfilled request, file not found
- **Content length**: the size, in bytes, of the file sent to the user
- **Method**: the request method used by the browser (e.g., post, get)
- **Universal Resource Identifier (URI)**: the location of the particular resource requested. (More commonly known as a URL.)
- **Query string of the URI**: anything after a question mark in a URI. For example, if a keyword search has been requested, the search word will appear in the query string.
- **Protocol**: the technical protocol and version used, i.e., http 1.0, ftp, etc.

**MAC Address**: The unique network interface identifier of the computer requesting a resource.

The above information is not used in any way that would reveal personally identifying information to outside parties unless Texas A&M University-Kingsville is legally required to do so in connection with law enforcement investigations or other legal proceedings.

III. Email and Form Information

If a member of the general public sends Texas A&M University-Kingsville an e-mail message or fills out a web-based form with a question or comment that contains personally identifying information, that information will only be used to respond to the request and analyze trends. The message may be
redirected to another government agency or person who is better able to answer your question. Such information is not used in any way that would reveal personally identifying information to outside parties unless System Administration is legally required to do so in connection with law enforcement investigations or other legal proceedings.

IV. Links

Texas A&M University-Kingsville web servers may contain links to other non Texas A&M University-Kingsville websites. Texas A&M University-Kingsville is not responsible for the privacy practices or the content of such websites.

V. Security

Texas A&M University-Kingsville websites have security measures in place to protect from loss, misuse and alteration of the information.

Contacting Texas A&M University-Kingsville

If there are any questions about this privacy statement, the practices of Texas A&M University-Kingsville websites, or dealings with Texas A&M University-Kingsville websites, contact the ISO, http://www.cis.tamuk.edu/Staff.asp