

Broome-Tioga BOCES Privacy Statement

Updated: January 31, 2005

Broome-Tioga BOCES is committed to protecting your privacy. This privacy statement explains data collection and use practices of the www.btboces.org site (the "Site"); it does not apply to other online or offline Broome-Tioga BOCES sites, products or services. By accessing the Site, you are consenting to the information collection and use practices described in this privacy statement. If another service or product of Broome-Tioga BOCES has a privacy statement separate from this one, please refer to the individual statement, and not this one, to learn the privacy practices associated with that service or product.

Collection of your Personal Information

We will ask you when we need information that personally identifies you (personal information) or allows us to contact you to provide a service or carry out a transaction that you have requested such as receiving information about Broome-Tioga BOCES products and services, entering a contest, ordering e-mail newsletters, joining a limited-access premium site or service, signing up for an event or training, or when purchasing, downloading and/or registering Broome-Tioga BOCES products. The personal information we collect may include, but is not limited to, your name, title, company or organization name, work e-mail, work phone, work or home address, information about your job function, and information about your company.

The Site may collect certain information about your visit, such as the name of the Internet service provider and the Internet Protocol (IP) address through which you access the Internet; the date and time you access the Site; the pages that you access while at the Site and the Internet address of the Web site from which you linked directly to our site. This information is used to help improve the site, analyze trends and administer the site.

Use of your Personal Information

The personal information collected on this Site will be used to operate the Site and to provide the service(s) or carry out the transaction(s) you have requested or authorized.

In support of these uses, Broome-Tioga BOCES may use personal information to provide you with more effective customer service, to improve the Site and any related Broome-Tioga BOCES products or services, and to make the Site easier to use by eliminating the need for you to repeatedly enter the same information or by customizing the Site to your particular preference or interests. In order to offer you a more consistent experience in your interactions with Broome-Tioga BOCES, information collected by www.btboces.org may be combined with information collected by other Broome-Tioga BOCES services.

We may use your personal information to provide you with important information about the product or service that you are using, including critical updates and notifications. Additionally, we may send you information about other Broome-Tioga BOCES products and services.

We merge site-visitation data with anonymous demographic information for research purposes, and we may use this information in aggregate to provide more relevant content.

When you sign up for a newsletter or agree to receive promotional e-mail, www.btboces.org may use customized links or similar technologies to track e-mail links that you click. We may associate that information with your personal information in order to provide you more focused e-mail communications or purchase information. Each e-mail communication includes an unsubscribe link allowing you to stop delivery of that type of communication.

Some services on www.btboces.org offer individuals the ability to publicly display certain personal information, such as for a Broome-Tioga BOCES partner who wishes to publish contact information as part of offering a business service. Participation in such services is always optional.

Broome-Tioga BOCES occasionally hires other companies to provide limited services on our behalf, such as Web site hosting, packaging, mailing and delivering prizes, answering customer questions about products and services, and sending information about our products, special offers, and other services. We will only provide those companies the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using that information for any other purpose.

Broome-Tioga BOCES may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to (a) conform to the edicts of the law or comply with legal process served on Broome-Tioga BOCES or the Site; (b) protect and defend the rights or property of Broome-Tioga BOCES and our family of Web sites; or (c) act in urgent circumstances to protect the personal safety of Broome-Tioga BOCES employees or agents, users of Broome-Tioga BOCES products or services, or members of the public.

Personal information collected on the Site will be stored and processed in the United States and by using the Site, you consent to any such transfer of information outside of your country.

Control of your Personal Information

Except as otherwise described in this statement, personal information you provide on the Site will not be shared outside of Broome-Tioga BOCES and its controlled subsidiaries and affiliates without your permission. As described below in the next section, you can access your personal information and make choices about how you wish to be contacted.

Please be aware that this privacy statement and any choices you make on the Site will not necessarily apply to personal information you may have provided to Broome-Tioga BOCES in the context of other, separately operated, Broome-Tioga BOCES products or services.

www.btboces.org may send out periodic e-mails informing you of technical service or security issues related to a product or service you requested, or confirming you requested a product or service. In some services offered by www.btboces.org, contact with the customer is an intrinsic part of the service. You will not be able to choose to unsubscribe to these mailings, as they are considered an essential part of the service(s) you have chosen.

Access to your Personal Information

You cannot review and edit the personal information and contact preferences on the Site. In order to alter this information, please contact the Broome-Tioga BOCES webmaster Monday through Friday, between the hours of 8 a.m. and 4 p.m. ET at 1-607-763-3609.

Security of your Personal Information

Broome-Tioga BOCES is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer servers with limited access that are located in controlled facilities. Additionally, when we transmit sensitive personal information over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Use of Cookies

We use cookies on this Site. A cookie is a small text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. For example, if you personalize a web page, or navigate within a site, a cookie helps the site to recall your specific information on subsequent visits. This simplifies the process of delivering relevant content, eases site navigation, and so on. When you return to the Web site, the information you previously provided can be retrieved, so you can easily use the site's features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of this or other Web sites you visit.

Use of Web Beacons

www.btboces.org Web pages may contain electronic images known as Web beacons - sometimes called single-pixel gifs - that allow www.btboces.org to count users who have visited those pages and to deliver co-branded services. www.btboces.org may include Web beacons in promotional e-mail messages or newsletters in order to determine whether messages have been opened and acted upon.

www.btboces.org prohibits Web beacons from being used to collect or access your personal information.

Enforcement of this Privacy Statement

If you have questions regarding this statement, you should contact Broome-Tioga BOCES using the contact information located at the end of this document.

Changes to this Statement

We may occasionally update this privacy statement. When we do, we will also revise the "last updated" date at the top of the privacy statement. For material changes to this privacy statement, we will not notify you in any way. Therefore, we encourage you to periodically review this privacy statement to stay informed about how we are helping to protect the personal information we collect. Your continued use of the service constitutes your agreement to this privacy statement and any updates.

Contact Information

Broome-Tioga BOCES welcomes your comments regarding this privacy statement. If you believe that Broome-Tioga BOCES has not adhered to this privacy statement, please contact us via postal mail at the address provided below, and we will use commercially reasonable efforts to promptly determine and remedy the problem.

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