

University of Virginia Health System Privacy Policy

Commitment to Privacy. Individuals' privacy is important to the University of Virginia. To better protect your privacy we provide this notice explaining our online information policy and practices. To make this notice easy to find, we make it available through a link on our homepage. Our privacy and public records obligations are governed solely by applicable Virginia statutes, including, but not limited to, the Virginia Privacy Protection Act of 1976, the Virginia Freedom Of Information Act, and by any applicable U.S. federal laws.

Notice About the Information We Collect. This notice applies to all information collected by or submitted to official University of Virginia Web sites (see the definition above). The following information explains the Internet privacy policy and practices that the University has adopted for its official Web sites. In legal terms, it shall not be construed as a contractual promise, and the University reserves the right to amend it at any time without notice.

In addition to this explanation of policy and practice, the University encourages its schools, departments, divisions and other units contributing to its official Web pages to provide specific notices about the collection and use of any personal information associated with those pages. The following information is therefore general, and we encourage you to read page-specific notices to ensure that you understand precisely the applicable privacy policies and practices.

When you access our Web pages, the client information and the essential and nonessential technical information listed below is automatically collected -- we refer to those categories collectively as "access" information. No other information is collected through our official Web sites except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

Automatically Collected Access Information

- **Client information:** the Internet domain and Internet address of the computer you are using.
- **Essential technical information:** identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.
- **Nonessential technical information:** the Internet address of the Web site from which you linked directly to our Web site, and the "cookie information" described below.
- **Optional information:**
 - when you send us an e-mail:
 - your name, e-mail address, and the content of your e-mail.
 - when you complete online forms:

- all the data you choose to fill in or confirm, including credit or debit card information if you are ordering a product or making a payment, as well as information about other people if you are ordering a gift and want it sent directly to the recipient's address.

The Way We Use Information. Client information is used to route the requested Web page to your computer for viewing. In theory, the requested Web page and the routing information could be discerned by other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format [or in a personalized manner] and helps us plan Web site improvements. Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows us to plan Web site improvements.

We may use non-identifying and aggregate information to better design our Web site. For example, we may report that X number of individuals visited a certain area on our Web site, or that Y number of men and Z number of women filled out our registration form, but we would not disclose anything that could be used to identify those individuals.

We may keep client information from our systems indefinitely after the Web page is transmitted, but we do not try to obtain any information to link it to the individuals who browse our Web site. However, on rare occasions when a "hacker" attempts to breach computer security, logs of access information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to law enforcement agencies.

Under the Virginia Freedom of Information Act, any records in our possession at the time of a Freedom of Information Request might be subject to being inspected by or disclosed to members of the public for any purpose they may desire. As indicated above, client information may be retained after transmission of the requested Web page and might be available for inspection.

We use the information you provide about yourself when placing an order or request only to complete that order or request. We do not share this information with outside parties except to the extent necessary to complete that order or request. Similarly, we use the information you provide about someone else when placing an order or request only to complete that order or request. Again, we do not share this information with outside parties except to the extent necessary to complete that order or request.

We generally use return e-mail addresses only to answer the e-mail we receive. Such addresses are generally not used for any other purpose and by University and state policy are not shared with outside parties.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without a clear notice on the particular site and without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Use of Cookies

The new U.Va. Home Page and Special Interest Pages use cookies to allow a user to customize their experience. On the home page you can select whether the navigation opens on mouseover or mouse click, if the default search is People, U.Va. Web or Library. and if the default module is Week in Photos, Today's Featured Events or Today's News. On the Special Interest Pages you can customize the order the information boxes appear, the RSS feeds, and the custom Quicklinks.

Some official University of Virginia Web sites use "cookies." Often a cookie enables the University Web site to tailor what you see according to the way you entered the site (i.e., if you entered by pushing a button identifying yourself as a student, your subsequent views of information might be tailored for student audiences). For this kind of cookie, the information stored in that cookie might include the following (formatted for legibility):

```
Name: UVA_cookie Session: 973016679.175537  
Timestamp: 973021258  
Portal: 0  
Expires: Tue, 01-May-2001 19:40:58 GMT  
Domain: virginia.edu  
Path: /
```

Providing Information is Your Choice. There is no legal requirement for you to provide any information at our Web site. However, our Web site will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our Web site but may prevent certain features from working. For any optional information that is requested at the Web site, failure to provide the requested information will mean that the particular feature or service associated with that part of the Web page may not be available to you.

Our Commitment To Data Security To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online, consistent with the

policies of the University and with the laws and regulations of the Commonwealth of Virginia.

How To Contact Us Should you have other questions or concerns about these privacy policies and practices, please call us at (434) 924-4524 or send us an e-mail at Webmaster@virginia.edu. If you wish to review or change information gathered about you via an official University of Virginia Web site but you do not know how, the University Webmaster will assist in locating the persons responsible for that site so that you may make your request for that review or change directly to them.