

**Sam Houston State University**  
**A Member of The Texas State University System**  
**Information Technology Services (IT@Sam)**

**Web Privacy and Site Link Statement: IT-S02**

**Web Privacy Policy**

Sam Houston State University has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website: www.shsu.edu. Web addresses with the ~ (tilde) following the website are maintained by university individuals and departments and are not covered by this privacy statement. This site contains links to other sites. Sam Houston State University (www.shsu.edu) is not responsible for the privacy practices or the content of such Web sites.

We may use your IP address to help diagnose problems with our server, and to administer our Web site. Our site uses forms for students, faculty, staff, and visitors to request information, products, and services. We collect contact information (like email addresses) and unique identifiers (like social security number) for university business such as university registration and/or sending catalogues to potential students.

We use cookies to collect information for collective analytics only. Individual information is not harvested. (Note: A cookie file contains unique information a web site can use to track such things as passwords, lists of pages you've visited, and the date when you last looked at a specific page or to identify your session at a particular web site.)

If you send us an electronic mail message with a question or comment that contains personally identifying information, or fill out a form that e-mails us this information, we will only use the personally-identifiable information to respond to your request and analyze trends. We may redirect your message to another government agency or person who is in a better position to answer your question.

For site management functions, information is collected for analysis and statistical purposes. This information is not reported or used in any manner that would reveal personally identifiable information, and will not be released to any outside parties unless legally required to do so in connection with law enforcement investigations or other legal proceedings.

**Public Forums**

This site makes chat rooms, forums, message boards, and/or news groups available to its users. Please remember that any information that is disclosed in these areas becomes public information and you should exercise caution when

deciding to disclose your personal information.

**For Additional Information**

Additional information regarding privacy and security policies is provided in the Privacy and Security Policy Guidelines at

<http://www.dir.state.tx.us/standards/srrpub11-privacy-policy.htm> . The U.S.

Federal Trade Commission also provides information for educating consumers and businesses about the importance of personal information privacy at

<http://www.ftc.gov/privacy/>.

**Contacting the Web Site**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact Computer Services Sam Houston State University

Box 2449 Huntsville, TX 77341 [helpdesk@shsu.edu](mailto:helpdesk@shsu.edu)

**Web Linking**

Sam Houston State University complies with the State Web Site Link and Privacy Policy at [http://www.dir.state.tx.us/standards/link\\_policy.htm](http://www.dir.state.tx.us/standards/link_policy.htm). SHSU encourages organizations that link to this Web site to comply with the provisions of the State Web Site Link and Privacy Policy, especially regarding protection of the privacy rights of individuals, and to make reasonable efforts to provide accessible sites.

**Related Policies, References and Attachments:**

An index of approved OITS policies, review dates, reference materials, legal compliance guidelines, policy enforcement and general definitions are available in the IT-00 Policy Compliance Document. The collection of Sam Houston State University Information Technology policies and procedures are available online through the SHSU Policy link from the SHSU.edu homepage.

This Policy Statement combines Web Privacy Policy FO-IR-10 and Web Site Link policy FO-IR-11.