

NAME:	PRIVACY & SECURITY
ISSUING DEPARTMENT:	Campus Technologies
ISSUED DATE:	July 2007
REVIEWED DATE:	March 31, 2009
APPROVING AUTHORITY:	Cabinet
DATE REVISED:	January 2009

DEFINITION

Regarding the Submission of Information via the Web

Mansfield University considers the security of personal and financial information to be of the utmost importance. To this end, information submitted on University web pages, for your safety, will not be shared with external agencies or individuals except by legal order or mandate.

PURPOSE

It is the intention of this policy to assure the security of personal information.

SCOPE

This procedure concerns all students, faculty, staff, and others who have submitted personal information to the university.

FORMS

N/A

RESPONSIBILITY

Campus Technologies

PROCEDURE

Sensitive information, such as credit card number and expiration date, will only be collected on web pages hosted by the University's secure server that uses industry-standard SSL (Secure Sockets Layer) encryption to protect the confidentiality of your personal information.

DISTRIBUTION

This policy will be distributed through the web and maintained by the staff of Campus Technologies.