NAME:	**PRIVACY & SECURITY**
ISSUING DEPARTMENT	Campus Technologies
ISSUED DATE:	July 2007
REVIEWED DATE:	July 2011
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 identification and birth 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. Any credit card information is collected by a Payment Card Industry (PCI) compliant gateway and is not stored on Mansfield's servers.

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