VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 54) 14 November 2013

Virginia Military Institute's Privacy Policy

1. Purpose: The purpose of this policy is to establish and clarify how the Virginia Military Institute (VMI) uses and manages personal and other information provided to or collected by VMI.

2. Commitment to Privacy

a. The policy of the Commonwealth of Virginia requires the collection of citizen's personal information occur only to the extent necessary to provide the service or benefit desired and only appropriate information is collected. The citizen shall understand the reason the information is collected and be able to examine their personal record maintained by a public body.

b. VMI has created this privacy statement in order to demonstrate our firm commitment to privacy.

c. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online, consistent with the policies of the Institute and with the laws and regulations of the Commonwealth of Virginia and the United States of America.

d. You have the right to review the information we maintain about you in order to verify its accuracy and request it be updated or corrected. To review your information:

   i. Prospective students contact the Admissions Office;
   ii. Current cadets and those enrolled in the most recent 20 class years contact the Registrar's Office;
   iii. All cadets who enrolled more than 20 years ago contact the VMI Archives;
   iv. Alumni or former cadets contact the VMI Alumni Association.
   v. Faculty and staff contact Human Resources;
   vi. Please refer to Contact VMI on our website vmi.edu for contact information.

e. Occasionally, VMI enters into contracts with third parties so that they can assist us with our service to you (for example, providing customer service). The contracts prohibit the use of your personal information for their own purposes, and they must maintain the confidentiality of the information we provide to them.

VMI may disclose or report personal information in limited circumstances where VMI believes in good faith that disclosure is required or permitted under the law. For example, we may be required to disclose personal information to cooperate with regulators or law enforcement authorities, to comply with a legal process such as court order, subpoena, search warrant, or law enforcement request. The following items are considered directory information/data and ***may*** be disclosed at the discretion of the Institute:

i. Name
ii. Affirmation of whether currently enrolled
iii. Dates of enrollment
iv. Academic major
v. Academic and Matriculation Year
vi. VMI Email Address
vii. VMI Box Number
viii. Home Address & Phone Number
ix. Degrees received or Anticipated Degree Date
x. Academic and Graduation Honors received
xi. Participation in officially recognized activities and athletic***s***
xii. Weight and height of members of athletic teams
xiii. Cadet photos

The Registrar's Office is responsible for maintaining the Directory Information Policy. A copy of the policy is available at the Directory Information Policy or by contacting the Registrar's office at (540) 464-7313 or at VMIRegistrar@vmi.edu.

f. You may also find within the VMI domain -- signified by the address "vmi.edu" or within the range of Internet protocol addresses assigned to the Virginia Military Institute -- web sites over which the Institute has no editorial responsibility or control. Such sites include but are not limited to the web pages of individual faculty members and cadets and the web pages of cadet organizations and other organizations not formally a part of the Institute. Although the Institute encourages compliance with all Institute policies and practices at such web sites, the Institute serves only as a neutral provider of Internet-related services to them. VMI recommends that you seek information from the persons responsible for those sites directly to ensure that you know what their policies and practices are.

g. VMI may make changes to the privacy policies and procedures at any time. VMI will post those changes on its website and send Post-wide notifications.

h. Access without consent: Users have no expectation of privacy in any files or information residing on VMI hardware or moving across VMI's network or in any

activity that takes place on any VMI information system and infrastructure. VMI may monitor, inspect, store, or disclose any electronic communications or record on or transverse its network or systems for any legitimate purpose whenever it is deemed necessary. Monitoring of IT systems and data may include, but is not limited to, network traffic; application and data access; email and Internet usage and content.

i. Policy violation: VMI considers violation of any policies and regulations to be serious, and reserves the right to copy and examine any files or information resident on VMI systems allegedly related to this or any other VMI policy, rule, or regulation. Offenders may also be subject to prosecution under the law including, but not limited to, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Reference Department of Preston Library.

j. By using VMI's web sites, users consent to the collection and use of information by VMI as specified in this policy.

3. Automatically Collected Information

Our Website Policy:

a. The policy does not require you to provide personal information in order to access information considered public. Some dynamic web pages and forms require you to enter personal information, and authenticate in order to interact with those pages.

b. The VMI website may place a "cookie" on your computer. Certain applications, such as the university's webmail system, library server, and Citrix do place a "cookie" on your computer. Information gathered with these cookies is only information needed to interact with the application. In addition, it is possible that third party vendors working with VMI could use cookies to serve ads based on a user's prior visits to our website. Users may opt out of Google's use of cookies by visiting the Google advertising page at www.google.com/policies/technologies/ads/. Alternatively, you can opt out of a third party's cookies by visiting the Network Advertising Initiatives opt out page, www.networkadvertising.org/choices/.

c. VMI does not share, sell, or trade information such as email address lists.

d. For statistical tracking purposes, there are several pieces of information that VMI collects each time the web sites are accessed including the computer's IP address, the URL that referred you to our site, the pages you access on our sites, and the type and version of both your operating system and web browser. We also track any terms and phrases that you enter into our search engine service. This information is not collected for purposes of personal identification, but rather it is used to generate

reports of site usage. These reports help to identify what parts of the site are most popular, what search engines visitors are using to find our web sites and what information visitors are having trouble finding. These reports help us determine overall website usage, identify problem areas, and ultimately provide better services for visitors, and all users of the web site.

Personal Information:
Occasionally there will be a service provided by our web site that will require you to provide personal information such as VMI's online admissions application, which could not be completed without providing some personal information. When we request personal information, we protect it during transmission, and provide an explanation of why we ask you to provide this information. If you choose not to provide personal information through our web site, you may be unable to utilize some of the features we offer to our online visitors.

When it is possible, we will attempt to provide you with an alternative method for the same service.

Use of Cookies:

a. The VMI web site issues and reads cookies to track any customization options you may have selected.

b. You can configure your web browser to allow or disallow cookies by changing your browser's options or preferences, but disabling cookies may prevent some areas of our web sites from working properly.

Links to Virginia Military Institute Pages

This site contains links to other VMI pages. The privacy practices of affiliate or personal faculty pages may vary with the purposes of the page. Consult the privacy statement on each page.

External Links

This site contains links to other sites. VMI is not responsible for the privacy practices or the content of such web sites.

Security

a. VMI has security measures in place to protect against the loss, misuse, and alteration of the information under our control.

b. Users should also consult VMI's policy on Acceptable Use, which can be found at Appropriate Use of VMI Information Systems. VMI complies with all statutory and legal requirements with respect to access to information.

IT Privacy Concerns

IT privacy concerns should be referred to the Information Technology Department. The Information Technology Security Officer can be reached at (540) 464-7725 or ISO@vmi.edu.

4. Employee Benefit and Health Information

VMI, in an effort to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) maintains that employee benefits and cadet health information must be kept private and confidential. We have created the following procedures to give you an overview regarding how the information is used and how the information is safeguarded.

Authorization

A valid disclosure authorization form will be required to disclose protected health and health insurance information including eligibility, claim, precertification, and other information. All documentation will be maintained for a period of six years.

a. An authorization form can be accessed from the Institute website or you may pick up a copy from the Office of Human Resources or the VMI Infirmary.

b. Fax or deliver the completed authorization form to Human Resources or VMI Infirmary. VMI will not use or disclose your confidential information for any purpose other than the purpose described in our Privacy Notice, without your written authorization. You may revoke authorization previously given by sending a written request to Human Resources or VMI Infirmary.

ADDRESSING PRIVACY CONCERNS

The unauthorized access, use, or disclosure of health information that contained any VMI health record may result in the responsible employee receiving disciplinary action up to and including employment termination. This extends to the unauthorized use or disclosure of health information that is learned, overheard during the course of business, or secured by any VMI employee by virtue of their employment with the Institute. Departments or individuals that become aware of the unauthorized use or disclosure of protected health information should immediately report the incident to the Director of Human Resources. If you have any questions about your privacy rights, do not

understand your privacy rights, are concerned that your rights have been violated, please contact one of the following:

Cadet HIPAA concerns

Dr. David Copeland
VMI Infirmary
Lexington, VA 24450
Office: (540) 464-7218
Fax: (540) 464-7707

Employee HIPAA concerns

Col. Robert Spore
301 Letcher Ave
Lexington, VA 24450
Office: (540) 464-7322
Fax: (540) 464-7299

You may also file written complaint with the Secretary of the U.S. Department of Health and Human Services. Neither VMI nor our healthcare provider will take any action against you if you file a complaint.

5. Freedom of Information Act Policy (FOIA)

a. VMI's FOIA policy is contained in General Order Number 5, which is on the General Orders (Policies & Procedures) page.

b. The Virginia Freedom of Information Act (FOIA), located ß 2.2-3700 et. seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

c. You may direct your request to Colonel Jeffrey H. Curtis. He can be reached at:

Colonel Jeffrey H. Curtis
FOIA Coordinator
Virginia Military Institute
Lexington VA 24450
Office: (540) 464-7132
Fax: (540) 464-7660
Email: curtisjh@vmi.edu

You may also contact Colonel Curtis with questions you have concerning requesting records from VMI. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by email at foiacouncil@leg.state.va.us, or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

6. Family Educational Rights and Privacy Act (FERPA)

a. VMI's FERPA policy is contained in General Order Number 9. General Orders can be found at General Orders (Policies & Procedures). A copy of VMI's FERPA

policy can be obtained by contacting the Registrar's Office at (540) 464-7313 or at VMI's Family Educational Rights and Privacy Act (FERPA) webpage.

b. Complete information on the overview of all Family Educational Rights and Privacy Act (FERPA) policies and guidelines found by navigating to http://www.ed.gov/offices/OM/fpco/.

c. VMI's FERPA Coordinator is:

COL Janet Battaglia
Registrar's Office
Lexington, VA 24450
Office: (540) 464-7313
Fax: (540) 464-7726

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

OPR: COS
DIST: E, Cadets