



Privacy Policy

Thank you for visiting the Project Sunlight website. The State of New York recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit the Project Sunlight public website.

Consistent with the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy Protection Law, this policy describes Project Sunlight's privacy practices regarding information collected from users of this website. This policy describes what information is collected and how that information is used. Because this privacy policy only applies to this website, you should examine the privacy policy of any website, including other state agency websites that you access through this website.

For purposes of this policy, "personal information" means any information concerning a natural person that, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person. **Project Sunlight does not collect any personal information about you unless you provide that information voluntarily by sending an e-mail or by initiating an online transaction, such as a survey, registration or order form.**

INFORMATION COLLECTED AUTOMATICALLY WHEN YOU VISIT THIS WEBSITE

When visiting this website, Project Sunlight automatically collects and stores the following information about your visit:

- The Internet Protocol Address and domain name used, but not the e-mail address. The Internet Protocol Address is a numerical identifier assigned either to your Internet service provider or directly to your computer;
- The type of browser and operating system you used;
- The date and time you visited this site;
- The web pages or services you accessed at this site;
- The web site you visited prior to coming to this web site; and
- If you downloaded a form, the form that was downloaded.

None of the foregoing information is deemed to constitute personal information. The information that is collected automatically is used to improve this website's content and to help Project Sunlight understand how users are interacting with the website. This information is collected for statistical analysis, to determine what information is of most and least interest to our users, and to improve the utility of the material available on the website. The information is not collected for commercial marketing purposes and Project Sunlight is not authorized to sell or otherwise disclose the information collected from the website for commercial marketing purposes.



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COOKIES

Cookies are simple text files stored on your web browser to provide a means of distinguishing among users of this website. The use of cookies is a standard practice among Internet websites. To better serve you, we use "session cookies" to enhance or customize your visit to this website. Session cookies can be created automatically on the device you use to access this state agency website. These session cookies do not contain personal information and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this website. A session cookie is erased during operation of your browser or when your browser is closed.

INFORMATION COLLECTED WHEN YOU EMAIL THIS WEBSITE OR INITIATE AN ONLINE TRANSACTION

During your visit to this website you may send an email to Project Sunlight administration or the webmaster. Your email address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your email address and the information included in your message will be used to respond to you, to address issues you identify, to improve this website, or to forward your message to another State agency for appropriate action. Your email address is not collected for commercial purposes and Project Sunlight is not authorized to sell or otherwise disclose your email address for commercial purposes.

During your visit to this website you may initiate a transaction such as survey, registration, or order form. The information, including personal information, volunteered by you in initiating the transaction is used by Project Sunlight to operate Project Sunlight programs, which include the provision of goods, services, and information. The information collected by Project Sunlight may be disclosed by Project Sunlight for those purposes that may be reasonably ascertained from the nature and terms of the transaction in connection with which the information was submitted.

Project Sunlight does not knowingly collect personal information from children or create profiles of children through this website. Users are cautioned, however, that the collection of personal information submitted in an email will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access. Project Sunlight strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide personal information online.

INFORMATION AND CHOICE

As noted above, Project Sunlight does not collect any personal information about you during your visit to this website unless you provide that information voluntarily by sending an email or initiating an online transaction such as a survey, registration, or order form. You may choose not to send us an email, respond to a survey, or complete an order form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this website, it will not prevent you from requesting services or products



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from Project Sunlight by other means and will not normally have an impact on your ability to take advantage of other features of the website, including browsing or downloading publicly available information.

DISCLOSURE OF INFORMATION COLLECTED THROUGH THIS WEBSITE

The collection of information through this website and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. Project Sunlight will only collect personal information through this website or disclose personal information collected through this website if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to Project Sunlight by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by Project Sunlight for the purposes for which the user disclosed the information to Project Sunlight, as was reasonably ascertainable from the nature and terms of the disclosure.

However, Project Sunlight may collect or disclose personal information without user consent if the collection or disclosure is: (1) necessary to perform the statutory duties of Project Sunlight, or necessary for Project Sunlight to operate a program authorized by law, or authorized by state or federal statute or regulation; (2) made pursuant to a court order or by law; (3) for the purpose of validating the identity of the user; or (4) of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through this website is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

RETENTION OF INFORMATION COLLECTED THROUGH THIS WEBSITE

The information collected through this website is retained by Project Sunlight in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. Information on the requirements of the Arts & Cultural Affairs Law may be found at <http://www.nysm.nysed.gov/services/artslaw.html>. In general, the Internet services logs of Project Sunlight, comprising electronic files or automated logs created to monitor access and use of Agency services provided through this website, are retained for three (3) years and then destroyed. Information, including personal information, that you submit in an e-mail or when you initiate an online transaction such as a survey, registration form, or order form is retained in accordance with the records retention and disposition schedule established for the records of the program unit to which you submitted the information. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

ACCESS TO AND CORRECTION OF PERSONAL INFORMATION OBTAINED THROUGH THIS WEBSITE

Any user may submit a request to the Project Sunlight privacy compliance officer to determine whether personal information pertaining to that user has been collected through this website. Any such request shall be made in writing to the address below and must be accompanied by reasonable proof of identity of the user. Reasonable



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proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address of the privacy compliance officer is:

Deputy Commissioner for Administration
New York State
Office of General Services
Tower Building, 41st Floor
Empire State Plaza
Albany, New York 12242

The privacy compliance officer or the Deputy privacy compliance officers shall, within five (5) business days of the date of the receipt of a proper request: (i) provide access to the personal information; (ii) deny access in writing, explaining the reasons therefor; or (iii) acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that Project Sunlight has collected personal information pertaining to a user through the Project Sunlight website and that information is to be provided to the user pursuant to the user's request, the privacy compliance officer shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

CONFIDENTIALITY AND INTEGRITY OF PERSONAL INFORMATION COLLECTED THROUGH THIS WEBSITE

Project Sunlight is strongly committed to protecting personal information collected through this website against unauthorized access, use, or disclosure. Consequently, Project Sunlight limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information are required to follow appropriate procedures in connection with any disclosures of personal information.

In addition, Project Sunlight has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For website security purposes and to maintain the availability of the website for all users, Project Sunlight employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage this website.



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DISCLAIMER

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as failure proof the security of information provided through this website.

CONTACT INFORMATION

For questions regarding this Internet privacy policy, please contact the privacy compliance officer or his or her deputies at the following addresses:

(via e-mail): webmaster@ogs.ny.gov

(via regular mail): Deputy Commissioner for Administration

New York State Office of General Services

Corning Tower, Empire State Plaza

Albany, NY 12242

Tel: (518)486-9284

Fax: (518)486-9285