I. 5.9.5 Web Privacy

Chapter 5 - Information Technology	Original Effective Date: September 2006
Section: 5.9 Publishing on the World-Wide Web	Date Last Reviewed: July 2022
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: July 2022

II. Purpose

To disclose how the University of Texas Health Science Center at San Antonio (UT Health San Antonio) collects, processes, stores, uses, shares, and protects users' data on all websites within the uthcsa.edu domain.

III. Scope

This policy applies to all websites within the uthscsa.edu domain. Anyone who requests a uthscsa.edu web domain name must agree to adhere to this policy.

IV. Policy

A. UT Health San Antonio uses cookies to collect information. This information is used to log the path a user takes through the website, remember credentials used to log into an application, or to temporarily preserve information the user supplies to complete a web form. Some websites use third party web services, such as Google, which use proprietary cookies. UT Health San Antonio is not responsible for the use of cookies by third parties.

B. If a user sends UT Health San Antonio an electronic mail message with a question or comment that contains personally identifying information or fills out a form that e-mails this information, UT Health San Antonio will only use the personally identifiable information to respond to the request and analyze trends. UT Health San Antonio may redirect a message to another part of the University, another institution, a government agency, or a person who is in a better position to answer the question.

C. For 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. Some information may be collected by third parties. These parties supply the information to UT Health San Antonio for analytical purposes. Information

obtained by third parties is subject to their terms of service. UT Health San Antonio is not responsible for privacy practices of third parties.

D. Information collected from the UT Health San Antonio website, including the summary server log information, e-mails sent to the website, and information collected from web-based forms, may be subject to the *Texas Public Information Act*.

E. Individuals have rights under [Section 559.04](#) of the Texas Government Code to correct any erroneous personal information UT Health San Antonio collects.

F. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purpose and are scheduled for regular destruction in accordance with *National Archives and Records Administration General Schedule 20*.

G. UT Health San Antonio uses log analysis tools to create summary statistics, which are used for purposes such as assessing what information is of most interest, determining technical design specifications, and identifying system performance or problem areas. The following information is collected for this analysis:

1. **User/client hostname** - The hostname (or IP address if DNS is disabled) of the user/client requesting access.

2. **HTTP header, "user-agent"** - The user-agent information includes the type of browser, its version, and the operating system it is running on.

3. **HTTP header, "referrer"** - The referrer specifies the page from which the client accessed the current page.

4. **System date** - The date and time of the user/client request.

5. **Full request** - The exact request the user/client made.

6. **Status** - The status code the server returned to the user/client.

7. **Content length** - The content length, in bytes, of the document sent to the user/client.

8. **Method** - The request method used.

9. **Universal Resource Identifier (URI)** - The location of the resource on the server.

10. **Query string of the URI** - Anything after the question mark in a URI.

11. **Protocol** - The transport protocol and version used.

V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Cookie – a file containing unique information a website can be used to track such things as passwords, lists of pages a user has visited, and the date when a user last looked at a specific page or to identify a user session at a particular website. A cookie is often used in commercial sites to identify the items selected for a specific shopping cart application.

VI. Related References

For questions regarding this policy, contact the Web Team at webadmin@uthsca.edu.

Additional Resources:
Public Web Privacy Policy, https://uthscsa.edu/university/web-privacy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
09/2006	Policy Origination		
07/2019	Policy Revision		
07/2022	Policy Revision, discretionary edits	AVP IT Services/ICPO	07/15/2022