



## **PRIVACY NOTICE**

**Effective date May 28, 2013**

### **Applicability**

This Privacy Notice applies to the Caltech Archives' ([archives.caltech.edu](http://archives.caltech.edu)) Web site and explains our practices about the collection, use, and disclosure of visitor information.

### **Changes**

The Caltech Archives (the Archives) may make changes to privacy policy and this Notice in the future, consistent with its respect for visitor privacy, and those changes will be posted in a revised Privacy Notice that will show a new effective date and the date of the superseded Notice. Visitors should periodically review this Notice if they have concerns.

### **Collection of Personally Identifiable Information**

The term "personally identifiable information" means individually identifiable information about an individual collected online by the site operator from that individual and maintained by the operator in an accessible form, including any of the following:

- (1) A first and last name
- (2) A home or other physical address, including street name and name of a city or town
- (3) An e-mail address
- (4) A telephone number.
- (5) A social security number
- (6) Any other identifier that permits the physical or online contacting of a specific individual

The Archives does not collect personally identifiable information about visitors to the [archives.caltech.edu](http://archives.caltech.edu) Web site.

The Archives does receive certain identifying information about you if you download and complete the [Contact Form](#) or the [Application for Access Form](#) within the [ACCESS POLICY](#) portion of the site and mail, e-mail, fax or personally deliver these forms to the Archives. None of that information is collected online by this Web site.

### **Automatically Collected Information**

Our web servers record and temporarily store information about your computer that is deleted when you log out of the site. This information may include:

- The Internet domain from which you access our Web site
- The IP address from which you access our Web site
- The type of browser (e.g., Internet Explorer, Firefox, Safari, Chrome) used to access our site
- The operating system (Windows, Unix, Macintosh) used to access our site
- The date and time you access our site
- The URLs of the pages you visit
- If you visited this Web site from another Web site, the URL of the referring site

This information is used to help us make our site more useful for you. With this data we can learn about the number of visitors to our site and the types of technology our visitors use. The information collected may be used in aggregate to inform decisions about Web site content and structure. It may also be used for troubleshooting purposes, or to detect and investigate abuse. With the exception of abuse investigations, no attempts are made to identify individual users or their usage habits.

### **Information Collected for Tracking and Customization (Cookies)**

This site uses cookies to better serve visitors. A cookie is a piece of data that is either maintained only for the duration of a particular session visit (session cookie), or is stored on the user's computer to support future visits (persistent cookie). This site may use both types of cookie. If you do not wish to have session or persistent cookies stored on your machine, you can turn them off in your browser. However, some of this site's features may be affected if cookies are disallowed.

### **Google Analytics**

This Web site uses [Google Analytics](#), which employs persistent cookies to help analyze how visitors use the site. Google will not associate your IP address with any other data held by Google. Google Analytics uses only first-party cookies for data analysis. This means that the cookies are associated with Caltech's domain. Google will use this information for statistical analysis reporting related to visitor browsing behavior at this site, and for compiling reports on Web site activity for Web site operators. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. You may refuse the use of cookies by selecting the appropriate settings on your browser; however please note that if you do this you may not be able to use the full functionality of this site.

### **Collection of Voluntarily Submitted Information**

Other than the technical information collected automatically about your visit (as described in the previous three paragraphs), we may ask you to provide information voluntarily, in order to make services available to you, to maintain and manage our relationship with you, including providing

associated services, or to better understand and serve your needs. This information would be generally retained as long as you continue to maintain a relationship with us. Your submitting this information is wholly voluntary. However, not providing the requested information (or subsequently asking that the data be removed) may affect our ability to deliver the service for which the information is needed. Providing the requested information indicates your consent to the collection, use, and disclosure of this information as described in this notice.

### **Children**

This site is not directed to children under 13 years of age, does not sell products or services intended for purchase by children, and does not knowingly collect or store any personal information, even in aggregate, about children under the age of 13. We encourage parents and teachers to be involved in children's Internet explorations. It is particularly important for parents to guide their children when they are asked to provide personal information online.

### **Web Site Security Notice**

Unauthorized attempts to upload or change information on this site are strictly prohibited and may be punishable by law, including under the Computer Fraud and Abuse Act of 1986, and the National Information Infrastructure Protection Act of 1996.

### **Comments Sent by E-mail**

You may choose to provide us with personal information, for example in an e-mail containing your comments or questions. We may use this information to improve our service to you or to respond to your request. There may be times when your message is forwarded to other Caltech employees who may be better able to help you.

### **Disclaimer of Endorsement**

Reference on this site to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Archives. The views and opinions of authors expressed herein do not necessarily state or reflect those of the Archives, and shall not be used for advertising or product endorsement purposes.

### **Contact Information**

If you have questions or concerns about this policy, please contact us via e-mail at [archives@caltech.edu](mailto:archives@caltech.edu)