



FEDERAL POLICIES/INITIATIVES

FTC Privacy Initiative

<http://www.ftc.gov/privacy/index.html>

- Best practice - Websites who collect any type of personal information should include a privacy statement
- FTC guards against unfairness and deception by enforcing companies' privacy promises about how they collect, use and secure consumers' personal information
- Privacy Policy requires your department to undergo a thorough evaluation of the ways in which you collect, process, use, share and store consumer data
- Statements should be easily accessible
- Components of a privacy statement
 - Effective Date
 - Commitment to Privacy
 - Information Collected
 - How information is used
 - Commitment to Data Security
 - Commitment to Children's Privacy
 - How to access/correct your information
 - Contact Information
- Contact webmaster@utah.edu for questions

Children's Online Privacy Protection Act (COPA)

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

- Federal Law
- Knowingly collect information for kids under 13 without the parent's permission:
- Name, e-mail, age, birth date, personal interests
- Contact webmaster@utah.edu for questions

Health Insurance Portability and Accountability Act (HIPAA)

<http://www.hipaa.org/>

<http://www.compliance.utah.edu/privacy/index.html>

- The privacy provisions of the federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses.
- For the average health care provider or health plan, the Privacy Rule requires activities, such as:
 - Notifying patients about their privacy rights and how their information can be used.
 - Adopting and implementing privacy procedures for its practice, hospital, or plan.
 - Training employees so that they understand the privacy procedures.
 - Designating an individual to be responsible for seeing that the privacy procedures are adopted and followed.
 - Securing patient records containing individually identifiable health information so that they are not readily available to those who do not need them.



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CAN-SPAM Act

<http://www.ftc.gov/bcp/edu/pubs/business/ecommerce/bus61.shtm>

- Controlling the Assault of Non-solicited Pornography and Marketing Act (CAN-SPAM) of 2003 establishes requirements for those who send out commercial e-mail
- Goal is to prevent deceptive commercial e-mail
- Law's main provisions are:
 - No false or misleading header information
 - No deceptive subject lines
 - You must provide an opt-out method
 - E-mail must be identified as an advertisement and include the sender's valid physical postal address
 - E-mail addresses cannot be "harvested" from a website or generated using a "dictionary attack"
 - See Requirements for commercial e-mailers:
<http://www.ftc.gov/bcp/edu/pubs/business/ecommerce/bus61.shtm>

Gramm-Leach Bliley Act

<http://www.ftc.gov/bcp/edu/pubs/business/idtheft/bus53.shtm>

- Applies to financial institutions
- What is collected and shared with Customers and Consumer
- Privacy notice must mailed or delivered in-person
- Opt-out rights for certain information must be provided
- SafeGuard Rule - requires all financial institutions to design, implement and maintain safeguards to protect customer information
- Contact webmaster@utah.edu for questions

Family Educational Rights and Privacy ACT (FERPA)

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.sa.utah.edu/regist/Ferpa/faculty/guide.htm>

- Privacy of Student Education Records
- "Directory Information" can be disclosed, but students can request it be restricted
- When a student reaches the age of 18 or begins attending a post secondary institution, regardless of age, FERPA rights transfer to the student
- Contact the Office of the Registrar for questions

Section 508

<http://www.section508.gov/>

- In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities
- Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals.
- Applies to all technology, with specific guidelines for the web
- Applies to all Federal Agencies
- Contact webmaster@utah.edu for questions



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<http://www.copyright.gov/>

<http://www.admin.utah.edu/ppmanual/6/6-5.html>

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- Contact copyright@utah.edu for questions