

Prelude Behavioral Services

Policy and Procedures

Title: Internet Privacy

Number: IT- 1004

Reviews/Revisions/Approvals:

2-19-16 Initial Leadership approval

2-25-16 Approved by Board of Directors

5-4-17 Reviewed by Leadership

Prelude Behavioral Services does not collect any information about individuals who visit our public website, other than information that is automatically collected and stored (see below), unless the individual chooses to provide that information to us.

Information collected and stored automatically

When an individual browses through any website, certain personal information can be collected. Prelude automatically collects and temporarily stores the following information:

- The Internet domain from which the individual accesses Prelude's web site,
- The type of browser and operating system used to access our site,
- The date and time of access,
- The pages visited, and
- If the individual linked to our website from another website, the address of that website.

Prelude uses this information for statistical purposes and to help us make our site more useful to visitors. Unless it is specifically stated otherwise, no additional information is collected.

Personally provided information

No one is required to provide personal information to visit our web sites.

If an individual chooses to provide additional information about themselves through an e-mail message, form, survey, etc., Prelude will only maintain the information as long as needed to respond to the question or to fulfill the stated purpose of the communication. These communications are protected by the Privacy Act, which restricts our use of them, yet permits certain disclosures. These communications may also be covered by the Health Insurance Portability and Accountability Act of 1996 and the Electronic Communications Act, which also restricts its use.

Disclosure

Prelude does not disclose, give, sell or transfer any personal information about visitors to our public website, unless required for law enforcement or statute.

Intrusion Detection

The Prelude website is maintained by Prelude Behavioral Services. It is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in federal court.

For site security purposes and to ensure that this service remains available to all users, Prelude employs software programs to monitor traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

Systems of Records

Information originally collected in traditional paper systems can be submitted electronically, i.e., electronic commerce transactions and information updates about eligibility benefits. Electronically submitted information is maintained and destroyed pursuant to the Federal Records Act, or the Health Insurance Portability and Accountability Act of 1996.

Security

Information collected online in the form of server logs, form submissions, or e-mail to info@preludeiowa.org is stored securely and has limited access by Prelude staff.

Archival data is stored offline in a secured storage facility.

Cookies

A "cookie" is a small file that a website transfers to a person's computer's hard disk, allowing Prelude's server to "remember" specific information about that person's session while the person is connected. The Prelude website does not make use of cookies or permit other parties to use our server to host their cookies in order to collect information from visitors to our website.