

Penn eCards Website Privacy Statement

Commitment to Privacy	Business Services at the University of Pennsylvania is committed to providing access to services and information through Penn eCards online in a manner that respects and protects your privacy. This statement describes our information collection practices and explains how we use and protect your personal information. Our web site: <ul style="list-style-type: none">• does not collect information online.
Scope	This statement applies only to information collected by this web site. It does not apply when you link to other websites while still logged into Penn eCards online.
What we collect and why	We do not collect information about you, such as: Personally identifiable information that you provide voluntarily , such as information you provide to send the eCard: your name and email address, and your recipient's name and address. This information is only used for the purposes of sending the eCard to your recipient and sending an email verification to you. The only information collected includes the number of times each card image is used.
Cookies	Cookies are small text files that many web sites transfer to users' hard drives to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. The user controls, via the computer's operating system, whether cookies will be accepted and, if so, how they will be handled (for example, deleted or saved). Our web site <ul style="list-style-type: none">• does not use cookie technology.
Security	Our office is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to, or use of, the information collected online. Our web site: <ul style="list-style-type: none">• does not collect information online.
Sharing your information	We will not share your information with third parties except <ul style="list-style-type: none">• as required by law,• as necessary to protect the University's interests,• with service providers acting on our behalf who have agreed in writing to protect the confidentiality of the data. Our website: <ul style="list-style-type: none">• does not collect or share information online.
Links to other web sites	This site may contain links to other web sites not affiliated with our office. We are not responsible for the privacy practices of these other sites, including other University of Pennsylvania sites. We encourage you to read the privacy statements of other sites for assurance that their practices safeguard your privacy.
Children under 13	This web site is intended for use by people aged 13 or older. If you are under 13, please do not send any information about yourself to us, including your name, address, telephone number, or email address. In the event that we learn that we have collected personal information from a child under age 13 without verification of parental consent, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us. Our website: <ul style="list-style-type: none">• does not collect information online.
Changes to Statement	We reserve the right to modify this privacy statement at any time and will post the changes on this site.
Contact Us	We welcome suggestions and questions about our privacy statement. Please send them to ideaweb@exchange.upenn.edu . If you have questions about privacy at Penn overall, please send email to privacy@pobox.upenn.edu , call 1-888-BEN-TIPS (1-888-236-8477), or visit www.upenn.edu/privacy

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