

# **Privacy Policy**

This policy describes the Iowa Finance Authority's privacy practices regarding information collected from visitors using this website. This policy describes what data is collected and how that information is used. The Iowa Finance Authority or the State of Iowa ("State") may at any time and in its sole discretion, modify this policy. Because this privacy policy only applies to this website, you should examine the privacy policy of any other website you may link to or otherwise access through this website.

## Information Collected when You Visit this Website

When visiting this website the Iowa Finance Authority automatically collects and stores the following information about your visit:

1. The Internet Protocol address and domain name of your Internet service provider. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer, which can be used to direct internet traffic to you;

- 2. The type of browser and operating system you used;
- 3. The date and time you visited this website;
- 4. The web pages or services you accessed at this website; and

5. The URL or website address of the website you visited prior to coming to this website and from which any web page on this site was linked.

This information is used to improve this website's content and to help the Iowa Finance Authority understand how people are using this website. This information may be used for statistical analysis, to determine what information is of most and of least interest to our visitors, and to identify system performance or problem areas. This information may also be shared with other state agencies for governmental purposes, including improving state government services. The information is not collected for commercial marketing purposes and the Iowa Finance Authority] does not sell or distribute the information collected from the website for commercial marketing purposes.

## **Personal Information**

"Personal information" is information about a natural person that is readily identifiable to that specific individual. Personal information includes, but is not limited to, such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

Personal information is not collected through this website unless you participate in an activity that asks for information (e.g., accessing a fee-based or Iowa Finance Authority-provided service, participating in a survey, completing a Web-based form, sending an Email, etc.).

The type of information we collect will vary with the activity or the service being sought and may include such personal information as your name, address, phone number, Email address, password, social security or federal identification number, credit card number, expiration date and security code. The lowa Finance Authority will collect personal information from you in order to provide the requested services, but such information generally will be handled and subject to the same controls as it would be if you made an in-person visit to our office. Please note that if personal information is collected through our website or is volunteered by you, State and federal law may protect it. However, this information is a public record once you provide it and may be subject to public examination, copying and disclosure in accordance with the provisions of Iowa Code Chapter 22, if not protected by State or federal law. Please see the section below entitled "Public Examination and Copying of

Information Collected through this Website" for more information about Iowa Code Chapter 22.

#### **Email Correspondence**

If you send an Email to the Iowa Finance Authority, your email address and the contents of your email will be collected and stored. Email messages will be treated the same as any other written communication and may be subject to examination and copying by the public in accordance with the provisions of Iowa Code Chapter 22 (Public Records). Please see the section below entitled "Public Examination and Copying of Information Collected through this Website" for more information about Iowa Code Chapter 22.

Your Email address and the information contained in your Email may be used to respond to you, to address issues you identify, to further improve this website, or to forward your Email to another Iowa Finance Authority for appropriate action.

Persons contacting the Iowa Finance Authority by Email or using a link provided on the Iowa Finance Authority website should understand that the communication method used may not be secure or encrypted. There is a risk that the electronic information transmitted over unsecure or unencrypted Email or links can be monitored or unintentionally disclosed to other than the intended recipient(s). Accordingly, please do not put confidential and personal information such as social security number, date of birth, bank account and credit card information, mother's maiden name or medical information in your Email communications to Iowa Finance Authority. You agree that the Iowa Finance Authority and the State will not be liable should you choose to transmit confidential and personal information using Email and the confidentiality of that information is accessed by unauthorized persons or is otherwise compromised.

# Public Examination, Copying, and Disclosure of Information Collected through this Website

In accordance with the laws of the State, the lowa Finance Authority will ensure that government is open and that the public has a right to access public records and information of which the lowa Finance Authority is the custodian. Iowa Code Chapter 22 provides that the public shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in such record. At the same time, there are certain exceptions under State and federal laws that may limit the public's right to examine and copy public records or otherwise protect certain personal information. Personal and other Information collected (or provided by you) through this website, may, if not protected by State or federal law, be subject to public examination, copying, publication, and disclosure pursuant to applicable laws, including, without limitation, lowa Code Chapter 22 and other applicable laws governing access to public records.

In the event of a conflict between this Privacy Policy and Iowa Code Chapter 22 or other laws governing access to public records, Iowa Code Chapter 22 or such other applicable laws will control. Cookies

To better serve users many websites, including lowa Finance Authority's website, use "cookies" to customize your browsing experience. The use of cookies is a standard practice among Internet websites. Cookies are simple text files stored on your computer by your Web browser. These files identify you as a unique user and track your movements through the site. This technology allows us to verify your transaction requests and walk you through some of the functions on the website. These cookies are temporary in nature and expire at the end of a session. Cookies created on the device you use to access this website do not contain personally identifiable information and do not compromise your privacy or security. The software and hardware you use to access this website allows you to refuse the cookie or delete the cookie file at any time.

#### **Disclaimer – Links to other Sites**

In order to provide visitors with certain information, this website may provide links to websites of local, State and federal government agencies, and non-governmental or private organizations. A link does not constitute the lowa Finance Authority's or the State's endorsement of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of such websites. Once you link to another website from this website, you are subject to the terms and conditions of that website, including, its privacy policy. When visiting linked sites, you may wish to check the privacy policies and terms of use on such websites and be cautious about providing personal information.

#### **Questions about this Policy**

Persons concerned with information pertaining to them should contact the custodian of the record, which typically is the state agency or other governmental entity that collects and maintains the information. Should you have any questions about this Privacy Policy, please contact us at 515.281.3462 and ask for the IT standards coordinator