

## **OASIS Privacy Policy**

**Updated: July 16, 2008**

OASIS is sensitive to privacy issues on the Internet. We believe it is important that you know how we treat the information you may provide to us.

Unless prominently and specifically stated otherwise, the information you provide is never shared outside of The Health Foundation of Greater Cincinnati, which is the owner and sponsor of OASIS.

This privacy statement applies only to information collected through the website [www.oasisdataarchive.org](http://www.oasisdataarchive.org).

### **How We Gather Information**

To save you time and make our web service even easier to use, you must create an OASIS account using your personal information. The OASIS system saves your information and connects it to your email addresses and password. The next time you visit the OASIS website, you simply enter your email address and password and our system will automatically look up the information it needs.

OASIS may occasionally provide you the opportunity to participate in surveys in relation to our site. If you participate, we may request certain personally identifiable information from you. Participation in these surveys is completely voluntary and you therefore have a choice whether or not to disclose this information. The requested information typically includes contact information (such as name and address), and demographic information (such as zip code). We may share aggregated demographic information about our user base with others. The information does not identify individual users.

### **Log Files**

As is true of most websites, we gather certain information automatically and store it in log files. This information may include, for example, internet protocol (IP) addresses, browser type, referring/exit pages, type of operating system, and date/time stamp. We also maintain information about studies accessed and statistical transactions that are performed through the website.

We use this information, which does not identify individual users, to analyze trends, to administer the site, to identify studies that are frequently accessed and statistical procedures that are frequently performed, to track user movements around the site and to gather demographic information about our user base as a whole.

## **Cookies**

A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We do use cookies on this site. OASIS uses session variables stored on the OASIS server. We use session variables to make it easier for you to navigate our site. A session ID variable expires when you close your browser.

## **How We Protect Your Personal Information**

OASIS takes reasonable steps to safeguard the security of the data you send us with physical, electronic, and managerial procedures. Likewise, we urge you to take every precaution to protect your personal data when you are on the Internet. Change your passwords often, use a combination of letters, numbers and symbols, and make sure you use a secure browser.

## **Legal Process**

Notwithstanding anything to the contrary in this Privacy Policy, we respond to subpoenas, court orders and other legally enforceable obligations to produce or provide information or documents, and we will use information provided to us if necessary to establish or exercise our legal rights or defend against legal claims. We will use and provide information if required to comply with law, regulation or enforceable governmental request, to investigate, detect or otherwise address fraud, security or technical issues, or to protect against imminent harm to the rights, property, or safety of The Health Foundation of Greater Cincinnati, users of OASIS or the public as required or permitted by law.

## **Links to Other Sites**

The OASIS web site contains links to other sites that are not owned or controlled by OASIS. Please be aware that OASIS is not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of each and every web site that solicits or collects personally identifiable information.

## **OASIS Restricted Access Service**

To access the OASIS Restricted Access Service and set up your account, you, a Subscriber, will be asked to provide us with the following personal and/or organizational information, in addition to other information that we may request: your name and the name of the company you represent, your email address, your address, phone number and fax number or the address, phone number and fax number of the company you represent, and the names and email addresses of your "Authorized Users".

## **OASIS Restricted Access Subscriber Web Pages**

We (including our employees and agents) and your designated representative or administrator will have access to all pages of the OASIS website allocated to the Subscriber and will be able to review all information stored and transactions undertaken by a Subscriber.

We will only make use of your information to provide you our restricted access services and otherwise in accordance with this Privacy Policy. In addition, we are subject to the terms and conditions of a HIPAA Business Associate Agreement in relation to information provided by a Subscriber, and we will not use or disclose any information contained on Subscriber's designated pages in violation of that agreement.

The Subscriber is responsible for establishing the rules of use and/or disclosure as between Subscriber and its "Authorized Users".

### **Changes to This Privacy Policy**

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently.

### **Contact Us**

If you have any comments or suggestions regarding our privacy policy, please contact us.