

General Policies

College of Forestry Outreach Programs

Disclaimer

Forestry outreach events are offered at the discretion of the College and its faculty. Topics, locations and dates will be established to best meet the interests of the instructors, and the perceived needs and availability of the intended audiences. Events may be offered free, or may require registration fees to cover speakers, materials, venue or food.

Refund Policy

Cancellation requests for any event with a registration fee need to be made in writing no later than three weeks before the scheduled start date. Requests made on or before that three week date will be eligible for a full refund. Refunds will not be granted for cancellation requests made after the three week date. Substitutions for attendance may be allowed. Exact dates, and any exceptions to this policy will be listed under the specific scheduled event.

Online Course Registration Privacy Policy

References: FASOM 14.01 Policy Guidelines for Electronic Commerce; Oregon House Bill 2038 Public Disclosure of Information Transmitted Over the Internet (Amending ORS 192.502); Oregon.Gov. State Portal Model Privacy Statement

Public Disclosure

In the State of Oregon laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. All information collected by this site becomes a public record unless an exemption in law exists. ORS Chapter 192 contains Oregon Public Record Law.

Personal information such as name, address and telephone number may be exempt from disclosure if disclosure would constitute an unreasonable invasion of privacy.

Oregon State University (OSU) does not sell or otherwise provide any personal information collected on OSU E-Commerce applications to any external entity except as expressly stated on this site, or as otherwise permitted by law.

If you send us an electronic mail message that contains personal information we will only use this information to respond to your request. We may forward your message on to another department or agency in a better position to answer your question.

You have a right to review the information collected about you by our electronic commerce web site. Contact the OSU Business Affairs Office to review your information.

What We Collect

The OSU Business Affairs Office may collect the following information from visitors to our web site:

- Internet Protocol (IP) Address,
- Type of browser and operating system used to access our site ("Netscape 4.7", "Windows 95"),
- Date and time the user accessed our site,
- Information regarding which pages the user accessed or visited,
- If you link to our site from another web site, we collect the address of the other web site,
- Information provided by the user, such as e-mail address and credit card number.

How We Use the Information We Collect

Information provided by the user is the minimal data needed to successfully complete a web transaction. We use contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to satisfy user requests. If we have trouble processing a request, this contact information is used to get in touch with the user.

Information collected automatically by our electronic commerce server is analyzed to help us understand how you use our web services and how we can improve our site to better meet your needs. This information is also used to identify unauthorized attempts to upload or change information. Such unauthorized attempts may be punishable under state and federal statutes including The Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

Cookies

A cookie is a small text file created by a web site on your computer hard drive. A cookie contains unique information that the site can use to track such things as passwords, lists of pages you have visited, the date you last looked at a page, or identification of your session on the site.

Security/Privacy

While no computing environment is 100% secure, we take every precaution to protect the user's information. When a user submits sensitive information via the web, that information is protected both online and off-line.

When a form asks users to enter confidential information (such as credit card number and/or social security number), that information is encrypted and is protected using Secure Sockets Layer encryption.

We strive to protect user information off-line. Access to all user information is restricted in our offices. Only employees who need the information to perform necessary functions are granted access to this information. Sensitive data is stored in a secure format.

Links to Other Web Sites

Our web site may contain links to other sites. Please be aware that Oregon State University is not responsible for the privacy practices of such other sites. The user is encouraged to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this electronic commerce web server.

Updating Personal Information

We will provide a way to correct, update, or remove personal data provided to us by users. This can usually be done at the member information page or by e-mailing our Customer Support.

Email Notifications

Established users may choose to occasionally receive OSU marketing or promotional information. Out of respect for the privacy of our users, we present the option to not receive these types of communications. Please see the opt-out box on individual event registration forms.