

-- Checklist Item #6. Mar 2017/Homepage/Privacy and Security Notice. Replace old P&S Notice with AF's updated P&S Notice (which includes the external disclaimer and FOIA Notice). Since the new notice takes more space than the old, you can, as an option, create a banner on your homepage that reads, "Please read this Privacy and Security Notice" or simply "Privacy and Security Notice" that when clicked on takes you to the actual text (save as a .pdf). If you do not use cookies, you can completely delete that portion of the notice. Add your det number and university name in the first two paragraphs. Here is the language for the updated notice:

### **Privacy and Security Notice**

This Air Force ROTC Detachment 320 Website is provided as a public service by the University of Tulane.

Information presented on the Detachment 320 Website is considered public information and may be distributed or copied. Use of appropriate byline/photo/image credits is requested.

Information concerning visitors, use of this site is collected for analytical and statistical purposes, such as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national security purposes. These logs are scheduled for regular destruction in accordance with [National Archives and Records Administration Guidelines](#) .

Unauthorized attempts to deny service, upload information, change information, or to attempt to access a non-public site from this service are strictly prohibited and may be punishable under Title 18 of the U.S. Code to include the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

If you have any questions or comments about the information presented here, please forward them to us.

### **The Presence of Commercial/External Links**

The appearance of hyperlinks does not constitute endorsement by the United States Air Force, the Defense Technical Information Center, or the Department of Defense or this Web site, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Air Force does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of the Website.

## **FOIA Notice**

The Freedom of Information Act (FOIA) Program is mandated by Congress and applies to all governmental agencies. The program allows the public to request information pertaining to an agency's functions, practices, and future plans. Anyone may request records under the FOIA. Public disclosure is mandatory unless exempted under Title 5 U.S.C. 552. In accordance with the Electronic Freedom of Information Act Amendments of 1996, agencies have 20 work days to respond to a FOIA request. As a general rule, the Air Force will not deliver unofficial mass mailings addressed to individuals at their duty addresses.

## **Cookie Disclaimer**

A "cookie" is a small piece of information (token) sent by a Web server and stored on a user's system (hard drive) so it can later be read back from that system. Using cookies is a convenient technique for having the browser remember some specific information. Cookies may be categorized as "session" or "persistent" cookies. "Session" cookies are temporary cookies that are used to maintain context or "state" between otherwise stateless Web transactions (e.g., to maintain a "shopping basket" of goods selected during a single logical session at a site) and that must be deleted at the end of the web session in which they are created. "Persistent" cookies remain over time and can be used for a variety of purposes, including to track a user's access over time and across Websites, or to establish user preferences.

This Website does not use persistent cookies, i.e., tokens that pass information back and forth from your machine to the server and remain after you close your browser. This Website does use session cookies, i.e., tokens that remain active only until you close your browser, in order to (make the site easier for you to use). No database of information obtained from these cookies is kept and when you close your browser, the cookie is deleted from your computer. This Website uses cookies to save you time in filling out forms, to maintain a relationship between the image and the correct link.

You can choose not to accept these cookies and still use the site, but (you may need to enter the same information repeatedly and clicking on the banners will not take you to the correct page). The help information in your browser software should provide you with instruction on how to disable cookies.